Canon

imageCLASS
D460/D440/D420

Basic Operation Guide



Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

Manuals for the Machine

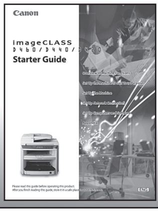
The manuals for this machine are divided as follows. Please refer to them for detailed information.

Read this manual first.

Starter Guide

Read this manual to learn the required settings and connections before using the machine.

- Overview of Machine Functions
- Set Up the Machine to Suit Your Purposes
- Set Up the Machine
- Set Up Network Connection
- Set Up Computers and Software
- Appendix



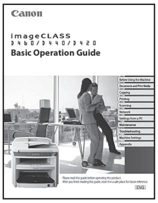
Read this manual next.

This Document

Basic Operation Guide

Read this manual to learn information about basic operations and machine functions.

- Before Using the Machine
- Documents and Print Media
- Copying
- Printing
- Scanning
- Network
- Settings from a PC
- Maintenance
- Troubleshooting
- Machine Settings
- Appendix



Read the sections of these manuals that correspond to your intended use.

e-Manual

Read this manual to learn detailed information about advanced machine operations and functions, and how to customize machine settings.

(Located on Manual CD)

- Copy/Print/Scan/Settings from a PC/Network Settings/Security
- Troubleshooting
- Maintenance
- Specifications



- Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.
- The machine illustration in this manual may differ slightly from your machine.

Overview of the Machine Functions

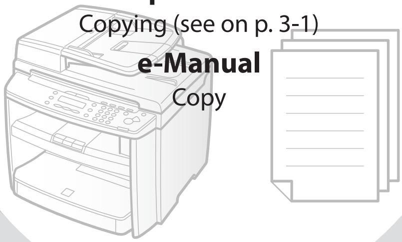
Depending on the system configuration and product purchased, some functions may not be available.

Copying

You can use various copy functions.

Basic Operation Guide
Copying (see on p. 3-1)

e-Manual
Copy

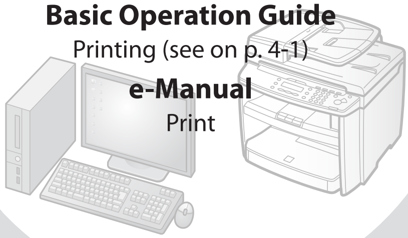


Printing

You can use various print functions by printing from a computer.

Basic Operation Guide
Printing (see on p. 4-1)

e-Manual
Print

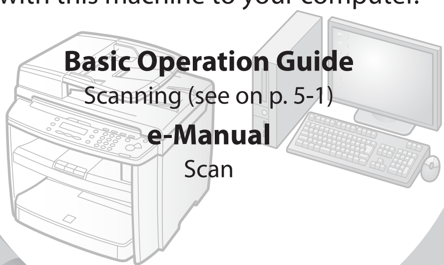


Scanning

You can retrieve documents scanned with this machine to your computer.

Basic Operation Guide
Scanning (see on p. 5-1)

e-Manual
Scan





Network

(D460 Only)

This machine can be connected to a network. Connecting to a network enables you to use various functions.

Basic Operation Guide

Network (see on p. 6-1)

e-Manual

Network Settings





Remote User Interface

(D460 Only)

You can set and manage this machine easily and quickly from a computer.

Basic Operation Guide

Settings from a PC (see on p. 7-1)

e-Manual

Settings from a PC

Contents

Preface

Thank you for choosing a Canon product. Before using the machine, please read the following instructions for your safety.

Available Features

The table below shows the available features.

✔: available
—: not available

	COPY	PRINT	SCAN	Remote UI (Network Board)	Simplex ADF	Duplex ADF
imageCLASS D460	✔	✔	✔	✔	—	✔
imageCLASS D440	✔	✔	✔	—	✔	—
imageCLASS D420	✔	✔	✔	—	—	—

How to Use This Guide

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning that may lead to death or serious injury if not observed.
CAUTION	Explains how to avoid actions that could injure you or damage your machine.
NOTE	Explains operating restrictions and how to avoid minor difficulties.

Keys and Buttons Used in This Manual

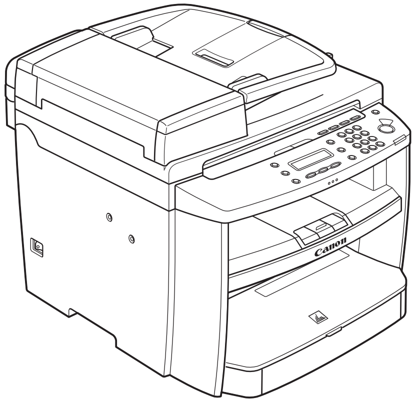
The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual.

– Operation Panel Keys: <Key icon> + [Key name]
  Example: [Stop/Reset].
– Buttons on the computer operation screen: [Button name]
  Example: [OK]
– Information in the display appears in angle brackets: <LOAD PAPER>.

Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:
Microsoft Windows 2000 operating system : Windows 2000
Microsoft Windows XP operating system : Windows XP
Microsoft Windows Vista operating system : Windows Vista
Microsoft Windows 7 operating system : Windows 7
Microsoft Windows Server 2003 operating system : Windows Server 2003
Microsoft Windows Server 2008 operating system : Windows Server 2008
Microsoft Windows operating system : Windows

Illustrations Used in This Manual



Illustrations used in this manual are the model D460. When there is any difference among D460, D440 and D420, it is clearly indicated in the text, e.g., "For D460."
For information on the standard features for each model, see "Available Features," on p. vii.

The display used in this manual is the factory preset display for the D460 in default setting. Depending on the system configuration and product purchased, the appearance of the display may differ.

Safety Precautions

Important Safety Instructions

WARNING

Except as specifically described in this guide, do not attempt to service the machine yourself. Never attempt to disassemble the machine: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact your local authorized Canon dealer.

Handling and Maintenance

CAUTION

Be careful when removing printed paper from output trays or when aligning it, because it may be hot and result in burn injury.

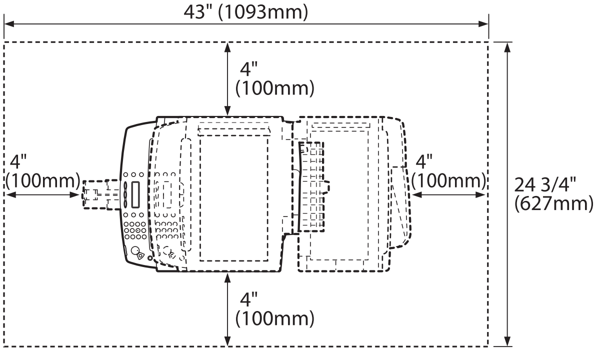
- Follow all warnings and instructions marked on the machine.
- Do not subject the machine to strong physical shocks or vibrations.
- Always unplug the machine before moving or cleaning it.
- To avoid paper jams, never unplug the power cord, open the left cover or add or remove paper in the machine while printing.
- When transporting the machine, be sure to remove the toner cartridge from the machine.
- Place the toner cartridge in its original protective bag or wrap it in a thick cloth to prevent exposure to light.
- Always grip the handle on the sides of the machine when you lift the machine. Never lift the machine by any of its trays or attachments.
- Do not insert any objects into the slots or openings on the machine since they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the machine.
- To avoid spillage in or around the machine, do not eat or drink near it.
- Keep the machine clean. Dust accumulation can prevent the machine from operating properly.
- Toner cartridge for this machine will be available for at least seven (7) years (or any such longer period as required by applicable laws) after production of this machine model has been discontinued.
- Unplug the machine from the wall outlet and contact your local authorized Canon dealer in any of the following cases:
  - When the power cord or plug is damaged or frayed.
  - If liquid or small object has fallen into the machine.
  - If the machine has been exposed to rain or water.
  - If the machine does not operate normally when you have followed the instructions in this guide. Adjust only those controls that are covered by the instructions in this guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
  - If the machine has been dropped.
  - If the machine exhibits a distinct change in performance, indicating a need for servicing.

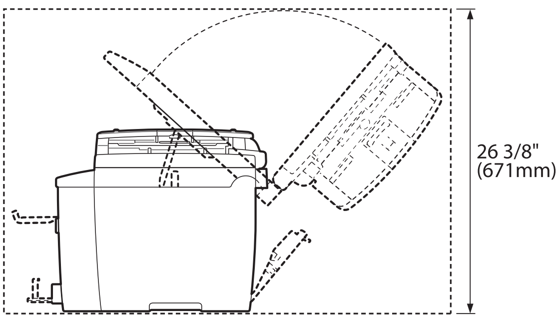
– Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.
– Be careful when removing printed paper from paper delivery tray or when aligning it, because it may be hot and result in burn injury.

Location

– Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight.
– Place the machine in a cool, dry, clean, well ventilated place.
– Make sure the area is free from dust.
– Make sure the location is not exposed to high temperature or humidity.
– Keep the machine away from direct sunlight as this can damage it. If you have to place the machine near a window, install heavy curtains or blinds.
– Do not use the machine near water. Make sure that no wet or humid objects come into contact with the machine.
– Do not use or store the machine outdoors.
– Do not place the machine near devices that contain magnets or generate magnetic fields, such as speakers.
– If possible, place the machine near an existing telephone line outlet for easy connection of the telephone line cord, and to avoid the expense of installing a new outlet.
– Place the machine near a standard 120 V AC (60 Hz) power outlet.
– To ensure reliable operation of the machine and to protect it from overheating (which can cause it to operate abnormally and create a fire risk), do not block the exhaust vent. Never block or cover any openings on the machine by placing it on a bed, sofa, rug, or other similar surface. Do not place the machine in a cupboard or built-in installation, or near a radiator or other heat source unless proper ventilation is provided. Leave at least 4" (100 mm) around all sides of the machine.

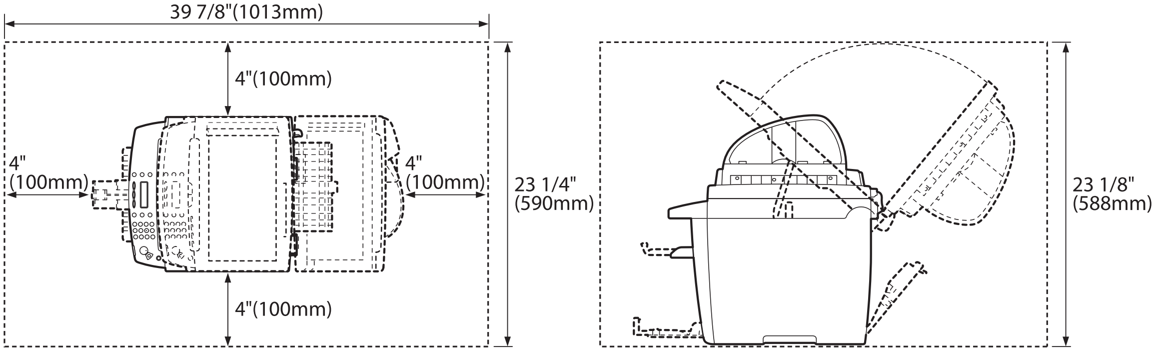
● D460



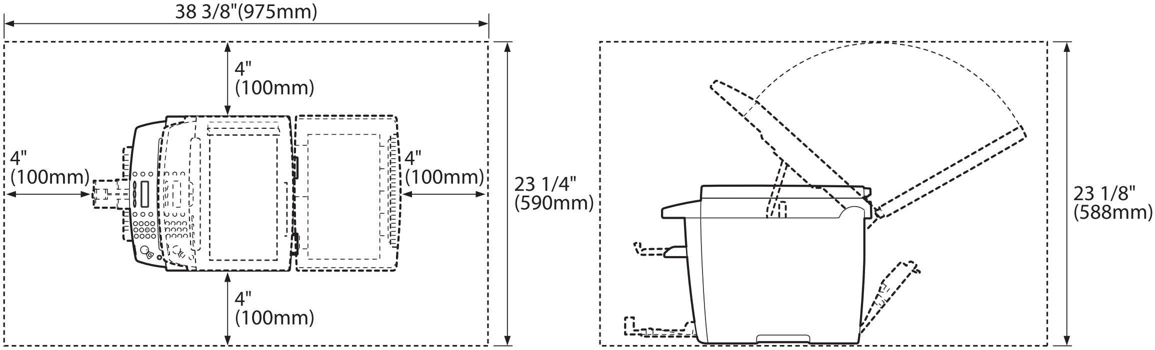


Safety Precautions

● D440



● D420



– Do not stack boxes or furniture around the power outlet. Keep the area free so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the machine, unplug the power cord immediately. Contact your local authorized Canon dealer.
– Do not allow anything to rest on the power cord, and do not place the machine where the cord will be walked on. Make sure the cord is not knotted or kinked.

Power Supply

- During electrical storms, unplug the power cord from the power outlet.
- Whenever you unplug the power cord, wait at least five seconds before you plug it in again.
- Do not plug the power cord into an uninterruptible power supply (UPS).

WARNING

This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

Customer Support (U.S.A.)

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 9. If you cannot solve the problem or if you think your machine needs servicing, contact Canon Customer Care Center at 1-800-OK-CANON between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday. On-line support for 24 hours is also available at the website.
http://www.canontechsupport.com/

Customer Support (Canada)

Canon Canada Inc., offers a full range of customer technical support options*:

- For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit http://www.canon.ca/
- Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
- For the location of the authorized service facility nearest you, visit http://www.canon.ca/ or 1-800-652-2666
- If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at http://www.canon.ca/

*Support program specifics are subject to change without notice.

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The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.

The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

IPv6 Ready Logo

The protocol stack included in this machine has obtained the IPv6 Ready Logo Phase-1 established by the IPv6 Forum.

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(b)

The software was developed at Cygnus Support, Inc.

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For CA, USA only

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See http://www.dtsc.ca.gov/hazardouswaste/perchlorate/ for details.

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- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

FCC (Federal Communications Commission)

imageCLASS D460/D440/D420: F156600

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference,

and

(2) this device must accept an interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contact. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon U.S.A.'s Web site (http://www.usa.canon.com).

Canon U.S.A., Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. (516)328-5600

Laser Safety

This machine complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the machine does not produce hazardous radiation.
Since radiation emitted inside the machine is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.

CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

The label is attached to the laser scanner machine inside the machine and is not in a user access area.



This machine is confirmed as the class 1 laser product in IEC60825-1:2007.

Before Using the Machine

Chapter 1

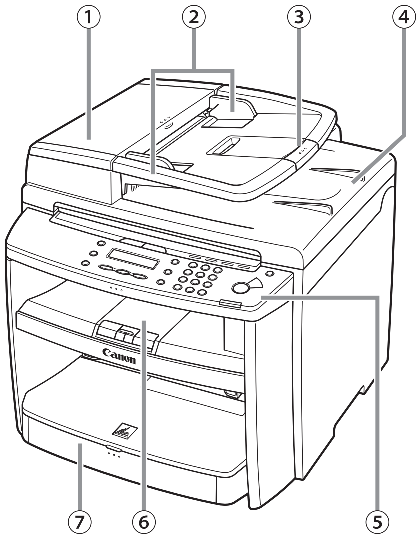
This chapter describes what you should know before using this machine, such as the names of the parts and their functions, and basic settings to use various functions.

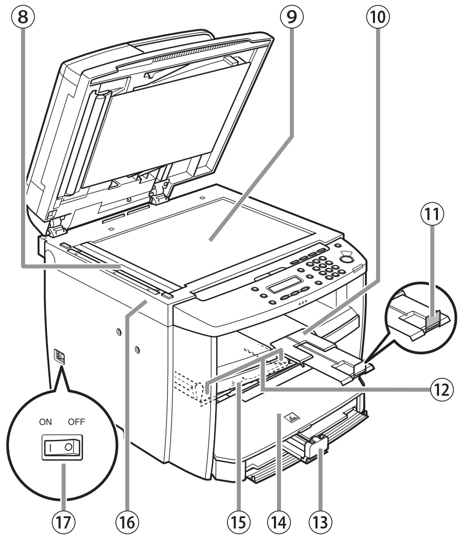
Machine Components

This section describes the parts names of the machine and their functions.

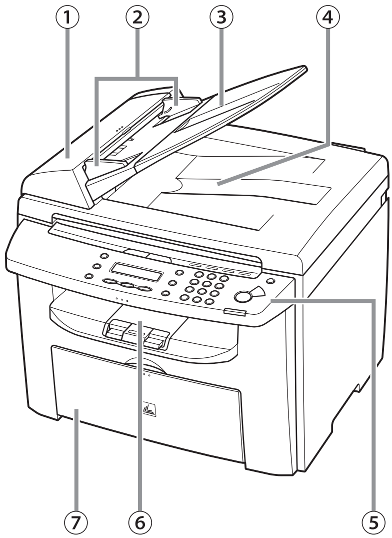
External View (Front)

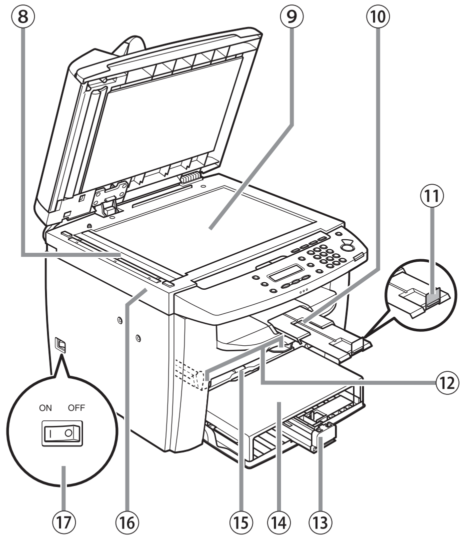
D460



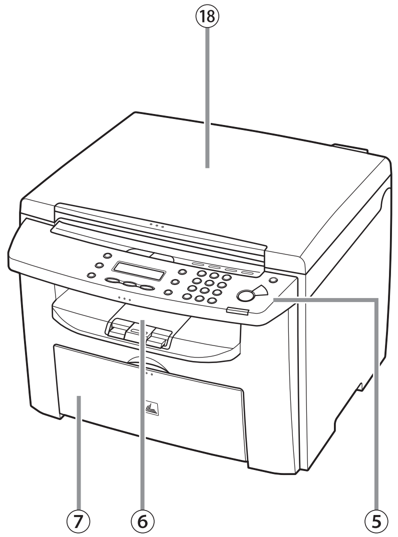


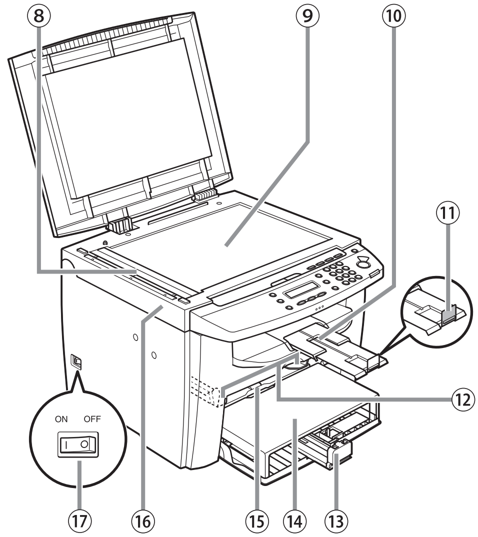
D440





D420





①ADF (Automatic Document Feeder)
Holds documents and feeds them automatically into the scanning area.

②Slide guides
Adjust to the width of the document.

③Document feeder tray
Holds documents.

④Document delivery tray
Receives documents.

⑤Operation panel
Controls the machine.

⑥Output tray
Receives copies and prints.

⑦Paper cassette (For D460)/Paper feeding tray (D440/D420)
Loads the paper supply.

⑧Scanning area
Scans documents from the ADF.

⑨Platen glass
Place documents.

⑩Output tray extension
Extends for the output tray.

⑪Paper stopper
Prevents the paper from falling off the output tray. Open the paper stopper from its original position for LTR/A4 paper. For LGL paper, pull out the output tray extension first, and then open the paper stopper.

⑫Slide guides for multi-purpose tray
Adjust to the width of the paper.

⑬Paper guide rail
Holds the paper supply.

⑭Dust cover
Protects the paper supply in the paper cassette or paper feeding tray from the dirt and dust.

⑮Multi-purpose tray
Feeds paper when you insert one by one manually.

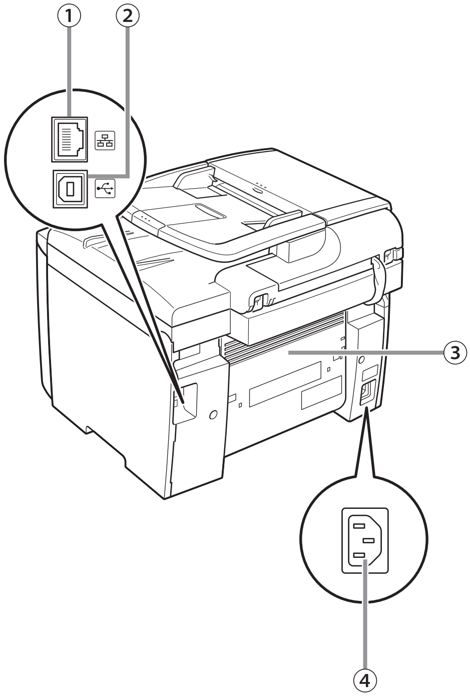
⑯Scanning platform
Open this platform when replacing the toner cartridge or clearing paper jams.

⑰Main power switch
Turns the power ON or OFF.

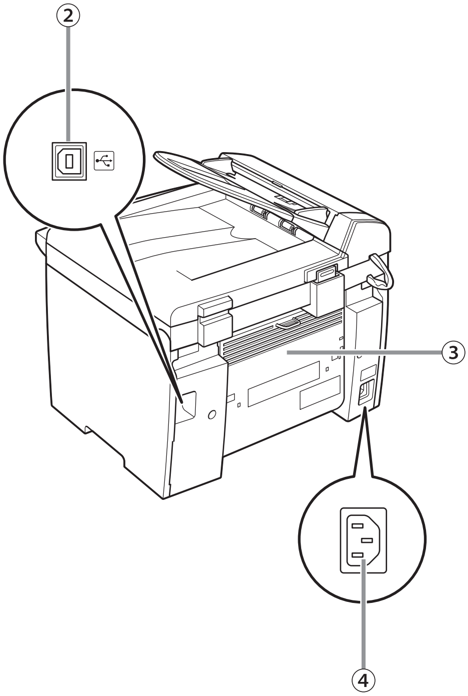
⑱Platen glass cover
Open this cover when placing a document on the platen glass.

External View (Back)

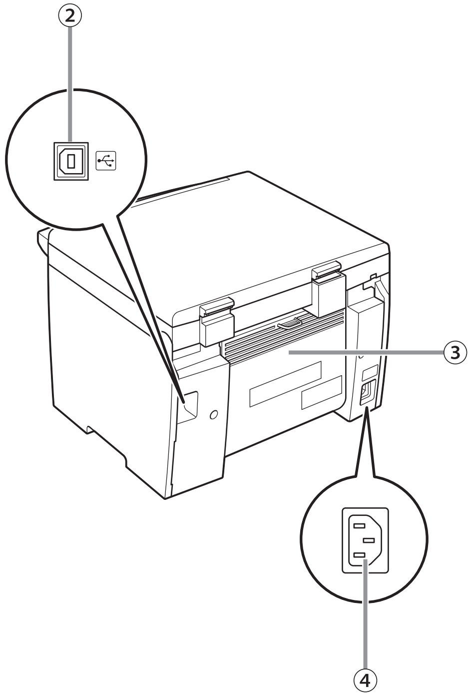
D460



D440



D420



①Ethernet port (D460 Only)
Connect the network cable.

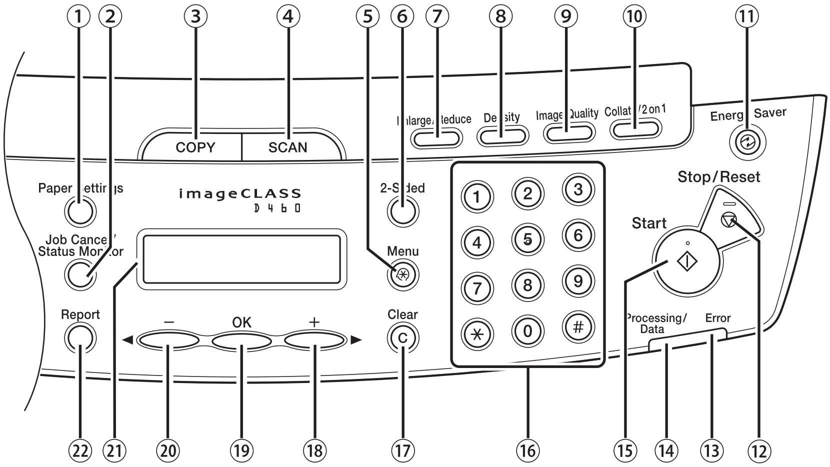
②USB port
Connect the USB (Universal Serial Bus) cable.

③Rear cover
Open this cover when clearing paper jams.

④Power socket
Connect the power cord.

Operation Panel

This section describes the names and functions of the operation panel keys, and describes all the parts on the operation panel.



① [Paper Settings] key
Press to specify the paper size and type for the paper cassette or multi-purpose tray.

② [Job Cancel/Status Monitor] key
Press to check and cancel jobs being processed or waiting to be processed.

③ [COPY] key
Press to switch to the Copy mode.

④ [SCAN] key
Press to switch to the Scan mode.

⑤ [Menu] key
Press to select or cancel the modes in Additional Functions.

⑥ [2-Sided] key
D460:
Press to copy 2-sided documents.
D440/D420:
Press to copy 1-sided documents as 2-sided copies.

⑦ [Enlarge/Reduce] key
Press to enlarge or reduce copy ratio.

⑧ [Density] key
Press to adjust the density for copy.

⑨ [Image Quality] key
Press to select image quality for copy.

⑩ [Collate/2 on 1] key
Press to collate copies, or press to set 2 on 1 copying.
Also press to set ID card copying.

⑪ [Energy Saver] key
Press to set or cancel the Sleep mode manually. The key lights green when the Sleep mode is set, and goes off when the mode is canceled.

⑫ [Stop/Reset] key
Press to stop a current job. Also, press to return the machine to the standby mode.

⑬ Error indicator
Blinks when an error has occurred.

⑭ Processing/Data indicator
Lights when the machine has waiting jobs.

⑮ [Start] key
Press to start copying and scanning.

⑯ Numeric keys
Enter letters and numbers.

⑰ [Clear] key
Press to clear entered alphanumeric characters.

⑱ [+ ►] key
Press to increase the value for various settings. Also press to see the next item in the menu.

⑲ [OK] key
Press to accept a set function or mode.
Also press and hold to print a sample page when you are in the copy mode. For details, see "Printing a Sample Page," on p. 3-24.

⑳ [◄ −] key
Press to decrease the value for various settings. Also press to see the previous item in the menu.

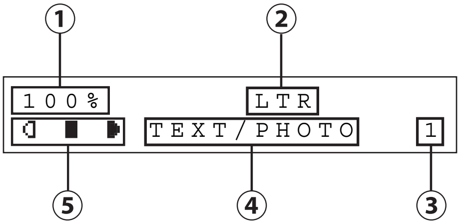
㉑ Display
Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.

㉒ [Report] key
Press to print the USER DATA LIST.

Display (Standby Mode)

Copy Mode

This section describes the copy standby mode. Be sure to press [COPY] [COPY] to switch to the following display whenever using copy functions:



①Zoom ratio

②Paper size

③Quantity

④Image quality

⑤Density

Scan Mode

This section describes the scan standby mode. For D460, press [SCAN] [SCAN] repeatedly to select <USB SCANNING> or <NETWORK SCANNING>.

```
USB SCANNING
```

↕

```
NETWORK SCANNING
```

For D440/D420, press [SCAN] [SCAN] to display <SCANNING MODE>.

```
SCANNING MODE
```

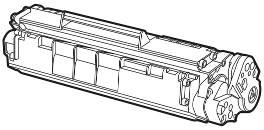
NOTE

- Depending on your needs, you can change the standby display which appears when the main power switch is turned ON. For details, see "Introduction of the Machine," in the e-Manual.
- When the main power switch is turned ON, the display displays <PLEASE WAIT> until the standby display appears.
- If the machine remains idle for one minute, the display returns to the standby mode (Auto Clear Function).

Toner Cartridge

The average print yield of the Canon genuine starter toner cartridge which comes with the machine is 1,000 pages, the Canon genuine replacement toner cartridge is 2,000 pages. The page counts are on the basis of "ISO/ IEC 19752"* when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of documents printed. If your average document contains a lot of graphics, tables, or charts, the average print yield of the toner cartridge will be fewer as they consume more toner. When you are replacing a toner cartridge, be sure to use a toner cartridge designed for this product. To purchase the Canon genuine replacement toner cartridge, contact your local Canon dealer or Canon Customer Care Center (U.S.A.:1-800-OK-CANON, Canada:1-800-652-2666).

*** "ISO/IEC 19752" is the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that may contain printer components" issued by ISO (International Organization for Standardization).**



Model Name	Type	Supported Canon Genuine Toner Cartridge	Average Print Yield
D460/D440/D420	Bundled	Canon Cartridge 104 Starter	1,000 pages
	Replacement	Canon Cartridge 104	2,000 pages

Maintaining the Toner Cartridge

Note the following when handling the toner cartridge.

CAUTION

- Do not place the toner cartridge in fire. Toner powder is flammable.
- If there is a toner powder leakage, make sure not to inhale or touch the toner powder. If it comes in contact with your skin, rinse with cold water using soap. If you feel an irritation on your skin or inhale the powder, consult a doctor immediately.
- When removing the toner cartridge from the machine, make sure to remove it carefully. If not removed with care, the toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.
- Keep the toner cartridge away from small children. If they ingest the toner powder, consult a doctor immediately.
- Do not disassemble the toner cartridge. The toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.

NOTE

- Keep the toner cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the toner cartridge may harm these items.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.
- Do not expose the toner cartridge to direct sunlight or bright light for more than five minutes.
- Store the toner cartridge in its protective bag. Do not open the bag until you are ready to install the toner cartridge in the machine.
- Save the toner cartridge's protective bag in case you need to repack and transport the toner cartridge at a later date.
- Do not store the toner cartridge in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
- Do not remove the toner cartridge from the machine unnecessarily.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Always hold the toner cartridge by its handle to avoid touching the drum protective shutter.
- Do not place the toner cartridge in an upright or an upside down position. If toner becomes caked in the toner cartridge, it may become impossible to free it even by shaking the toner cartridge.
- For optimum print quality, when you replace toner cartridges, using Canon genuine ones is recommended.
- Be careful of counterfeit toner cartridges
  Please be aware that there are counterfeit Canon toner cartridges in the marketplace. Use of counterfeit toner cartridge may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner cartridge.

  For more information,
  see http://www.canon.com/counterfeit.

Checking the Toner Level

You can check the amount of toner remaining in the toner cartridge.

1 Press ◯ [Job Cancel/Status Monitor] repeatedly to select <TONER GAUGE>, then press [OK].

```
TONER GAUGE
```

The toner level is displayed in the display at five levels. If the toner gauge indicates that the toner is empty, it is recommended that the toner cartridge be replaced. (See "Replacing the Toner Cartridge," on p. 8-9.)

■ Toner full

```
TONER GAUGE
0%     ■■■■■■       100%
```

■ Toner high

```
TONER GAUGE
0%     ■■■■□□       100%
```

■ Toner low

```
TONER GAUGE
0%     ■■□□□□      100%
```

■ Toner near empty

```
TONER GAUGE
0%     ■□□□□□      100%
```

■ Toner empty

```
TONER GAUGE
0%     □□□□□□      100%
```

2 Press [Stop/Reset] to return to the standby mode.

Entering Characters

For displays that require alphanumeric entries, follow the procedure below to enter characters.

Example: Enter <Canon>.

You can enter the following characters in each input mode:

<table>
<tr><th>⊛</th><th>[A]</th><th>[1]</th></tr>
<tr><td>①</td><td></td><td>1</td></tr>
<tr><td>②</td><td>ABCabc</td><td>2</td></tr>
<tr><td>③</td><td>DEFdef</td><td>3</td></tr>
<tr><td>④</td><td>GHIghi</td><td>4</td></tr>
<tr><td>⑤</td><td>JKLjkl</td><td>5</td></tr>
<tr><td>⑥</td><td>MNOmno</td><td>6</td></tr>
<tr><td>⑦</td><td>PQRSpqrs</td><td>7</td></tr>
<tr><td>⑧</td><td>TUVtuv</td><td>8</td></tr>
<tr><td>⑨</td><td>WXYZwxyz</td><td>9</td></tr>
<tr><td>⓪</td><td colspan="2">0</td></tr>
<tr><td>(#)</td><td>(space) – . ⁎ # ! " , ; : ^ ` _ =
/ | ' ? $ @ % & + ( ) [ ] { } < ></td><td>#</td></tr>
</table>

- Use ⓪ – ⑨ [numeric keys] to enter characters.
- Press ⓪ – ⑨ [numeric keys] repeatedly until the required character appears.
- Press (#) to enter symbols.
- Press ⊛ to switch between input modes:
  - [A]: Letter mode
  - [1]: Number mode
- Press [◄–] or [+►] to move the cursor position.
- Press ⓒ [Clear] to delete the character at the cursor position. Hold ⓒ [Clear] to delete the entire entry.

1 Press ② repeatedly until an uppercase <C> appears.

```
NAME                [A]
C
```

2 Press [+►] to move the cursor to the right, then press ② until an <a> appears.

```
NAME                [A]
Ca
```

3 Press ⑥ until an <n> appears.

```
NAME                [A]
Can
```

4 Press [+►] to move the cursor to the right, then press ⑥ until an <o> appears.

```
NAME                [A]
Cano
```

5 Press [+►] to move the cursor to the right, then press ⑥ until an <n> appears.

```
NAME                [A]
Canon
```

Timer Settings

The timer settings enables you to set the Sleep Mode.

Setting the Sleep Mode

If the machine remains idle for a certain period of time, it automatically enters the Sleep mode.

The default settings are as follows:

– <AUTO SLEEP>: ON

– <AUTO SLEEP TIME>: 5MIN.

We recommend that you use this option in the default setting.

1 Press [Menu].

2 Press [◄–] or [+►] to select <TIMER SETTINGS>, then press [OK].

```
MENU
8  TIMER SETTINGS
```

3 Press [◄–] or [+►] to select <AUTO SLEEP>, then press [OK].

```
AUTO  SLEEP
                  ON
```

4 Press [◄–] or [+►] to select <ON>, then press [OK].

```
AUTO  SLEEP
                  ON
```

5 Press [◄–] or [+►] to select the desired interval, then press [OK].

```
AUTO  SLEEP  TIME
               5MIN.
```

– You can set the interval from 3 to 30 minutes (in one-minute increments).

– You can also enter values using 0 – 9 [numeric keys].

6 Press [Stop/Reset] to return to the standby mode.

NOTE

– [Energy Saver] lights green when the machine enters the Sleep mode.

– To enter the Sleep mode manually, press [Energy Saver] on the operation panel.

– The machine will not enter the Sleep mode when:
  - the machine is in operation
  - the Processing/Data indicator lights or blinks
  - a message appears on the display and the Error indicator blinks
  - paper is loaded in the multi-purpose tray
  - a paper jam occurs in the machine

– The machine will leave the Sleep mode when:
  - you place documents in the ADF
  - you press [Energy Saver] on the operation panel
  - a print job is sent from a computer, and the print is started

Documents and Print Media

Chapter 2

This chapter describes the types of paper and documents that can be used with the machine and how to load paper in the paper cassette and the multi-purpose tray.

Documents Requirements

	Platen Glass	ADF
Type	– Plain paper – Thick documents – Photographs – Small documents (e.g., index cards) – Special types of paper (e.g., tracing paper*[1], transparencies*[1], etc.) – Books (Height: Maximum 1" (24 mm))	Plain paper (Multi-page documents of the same size, thickness and weight or one-page documents.)
Size (W × L)	Maximum 8 1/2" × 11 5/8" (Maximum 216 × 297 mm)	Maximum 8 1/2" × 14" (Maximum 216 × 356 mm) Minimum 4 1/8" × 5 7/8" (Minimum 105 × 148.5 mm)
Weight	Maximum 4.4 lb (2 kg)	11 to 28 lb (40 to 105 g/m^2)
Quantity	1 sheet	D460 Maximum 50 sheets*[2] (Maximum 10 sheets for LGL documents)*[2] D440 Maximum 35 sheets*[2] (Maximum 10 sheets for LGL documents)*[2]

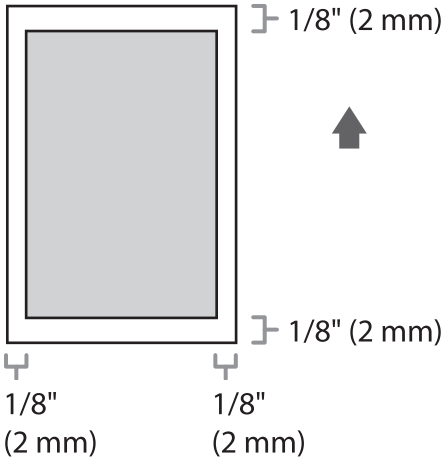
*[1] When copying transparent documents such as tracing paper or transparencies, use a piece of plain white paper to cover the document after placing it face-down on the platen glass.

*[2] 21 lb (80 g/m^2) paper

- Do not place the document on the platen glass or in the ADF until the glue, ink or correction fluid on the document is completely dry.
- To prevent document jams in the feeder, do not use any of the following:
  - Wrinkled or creased paper
  - Carbon paper or carbon-backed paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Onion skin or thin paper
  - Documents with staples or paper clips attached
  - Paper printed with a thermal transfer printer
  - Transparencies

Scanning Area

Make sure your document's text and graphics fall within the shaded area in the following diagram. Note that the margin widths listed are approximate and there may be slight variations in actual use.

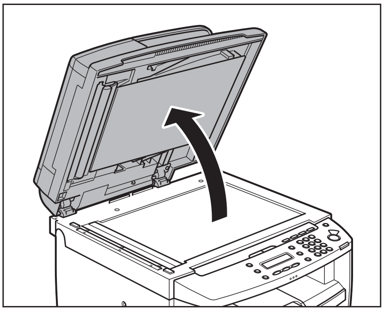


Placing Documents

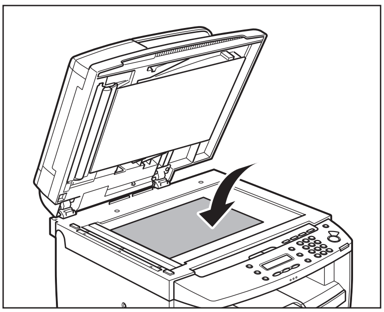
This section describes how to place your documents on the platen glass and in the ADF.

On the Platen Glass

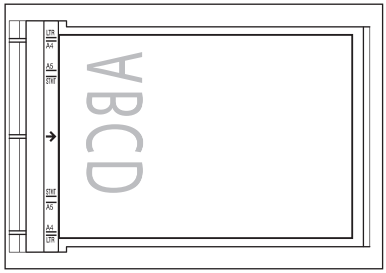
1 Lift up the ADF.



2 Place a document face down.

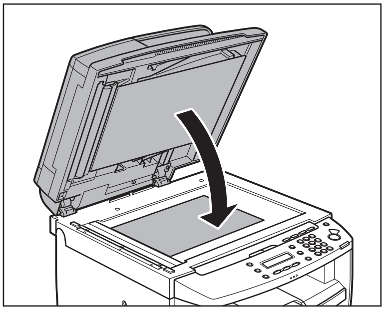


3 Align the document with the appropriate paper size marks.



If your document does not match any of the paper size marks, align the center of your document with the arrow mark.

4 Gently lower the ADF.



The document is ready for scanning.

CAUTION

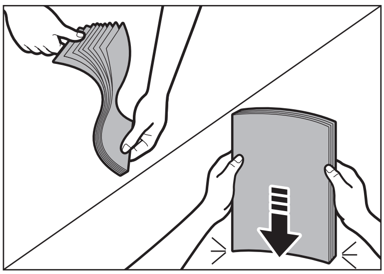
– When closing the ADF, be careful not to get your fingers caught, as this may result in personal injury.
– Do not press down the ADF forcefully, as this may damage the platen glass and cause personal injury.

NOTE

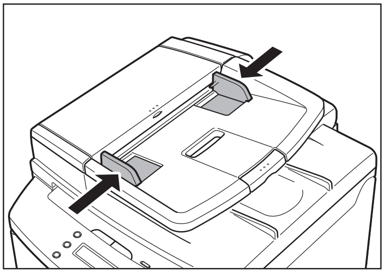
Remove the document from the platen glass when scanning is complete.

In the ADF (D460/D440 Only)

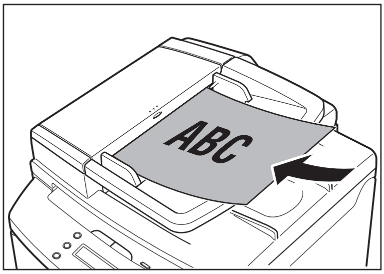
1 Fan the documents stack and even the edges.



2 Adjust the slide guides to the width of the documents.



3 Neatly place the documents face up in the document feeder tray.



The documents are ready for scanning.

NOTE

– Do not add or remove documents while they are being scanned.
– When scanning is complete, remove the documents from the document delivery tray to avoid paper jams.
– Avoid using ADF to scan the same documents more than 30 times. When scanned repeatedly, documents can become folded or torn, which may cause paper jams.
– If the feeder rollers are soiled from scanning documents written in pencil, clean them. (See "Cleaning the Machine," on p. 8-2.)

Paper Requirements

	Paper cassette	Multi-purpose tray
Size (W × L)	LTR, LGL, A4, B5, A5, Executive, Envelope (COM10 (#10), Monarch, DL, ISO-C5 (6 3/8" × 9" (162 × 229 mm)), Oficio, Brazil-Oficio, Mexico-Oficio, Government-LTR, Government-LGL, Foolscap, 3" × 5" to 8 1/2" × 14" (76 × 127 to 216 × 356 mm)	
Weight	16 to 43 lb (60 to 163 g/m^2)	
Quantity	Maximum 250 sheets (Height: maximum 1" (25 mm))	Maximum 1 sheet
Type	Plain Paper, Plain Paper L, Heavy Paper, Heavy Paper H, Transparency	

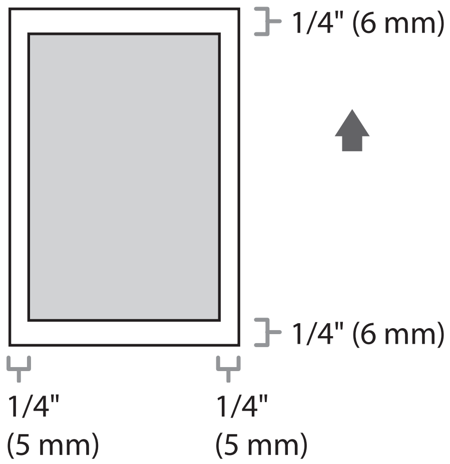
NOTE

The default paper size is LTR. If you use a different paper size, you need to change the paper size settings. (See "Setting Paper Size and Type," on p. 2-14.)

- To prevent paper jams, do not use any of the following:
  - Wrinkled or creased paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Damp paper
  - Very thin paper
  - Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)
- The following types of paper do not print well:
  - Highly textured paper
  - Very smooth paper
  - Shiny paper
- Make sure the paper is free from dust, lint, and oil stains.
- Make sure to test paper before purchasing large quantities.
- Store all paper wrapped and on a flat surface until ready for use. Keep opened packs in their original packaging in a cool, dry location.
- Store paper at 64.4°F–75.2°F (18°C–24°C), 40%–60% relative humidity.
- Use only the transparencies designed for laser printers. Canon recommends you to use Canon type transparencies with this machine.

Printable Area

The shaded area indicates the approximate printable area of LTR paper. Note that the margin widths listed are approximate and there may be slight variations in actual use.



Loading Paper

This section describes how to load paper in the paper cassette and the multi-purpose tray.

NOTE

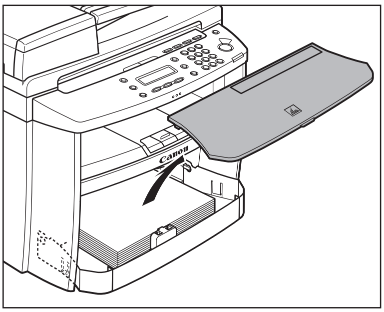
The default paper size/type is set to <LTR> and <PLAIN PAPER> in the setting menu. When you load other size and/or type of paper, change the paper size/type setting by pressing ○ [Paper Settings]. (See "Setting Paper Size and Type," on p. 2-14.)

In the Paper Cassette

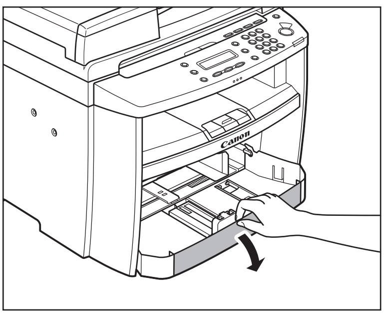
Follow the procedure below to load paper in the paper cassette.

For D460

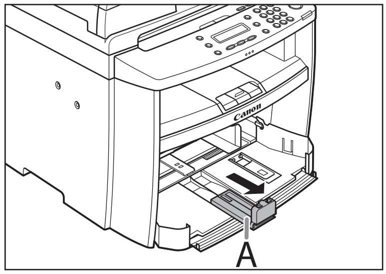
1 Take out the dust cover.



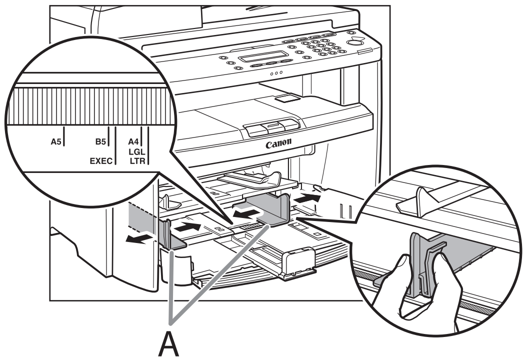
2 Open the front panel of the paper cassette.



3 Slide out the paper guide rail (A).



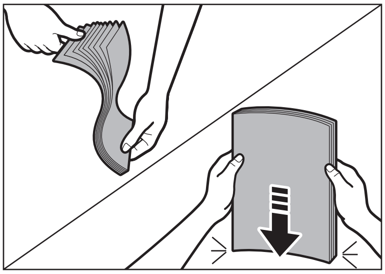
4 Slide the side paper guides (A) to match the size of paper.



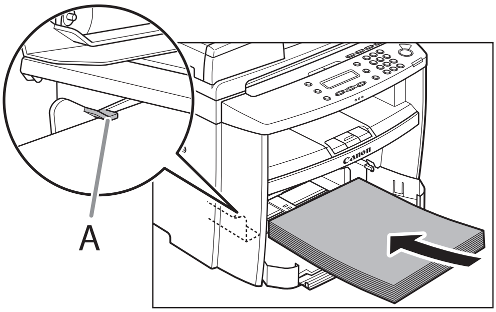
NOTE

If the paper guides do not fit the size of the paper, the printout may be skewed.

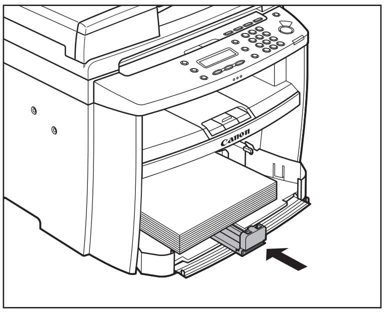
5 Fan the paper stack and even the edges.



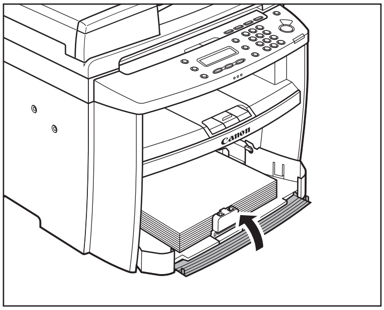
6 Load the paper into the paper cassette with the print side up. Make sure the paper stack sits below the small fin (A) on the side paper guide.



7 Adjust the paper guide rail to match the size of paper.

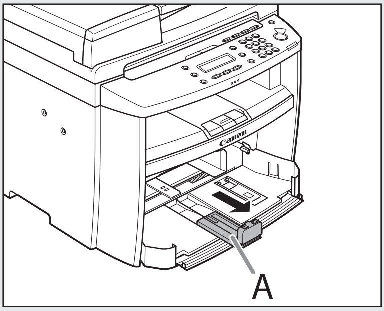


8 Close the front panel of the paper cassette.

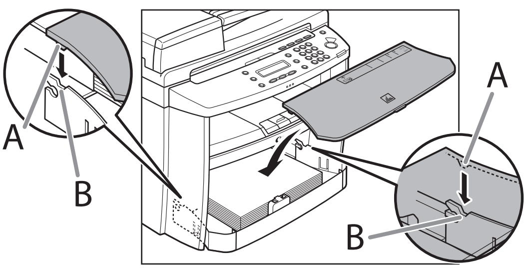


NOTE

To load Legal-size paper, leave the front panel of paper cassette open and adjust the paper guide rail (A) for Legal size paper.

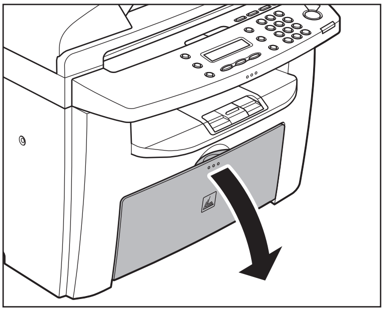


9 Match up the edge of the dust cover (A) and the edge of the paper cassette (B), and place the cover on top of the cassette.

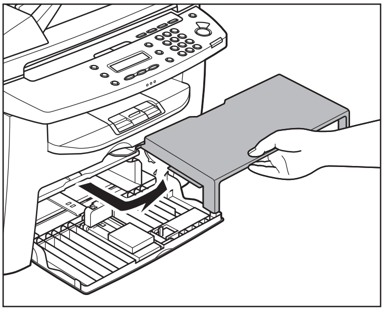


For D440/D420

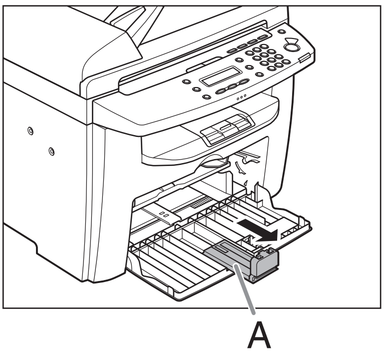
1 Open the paper feeding tray.



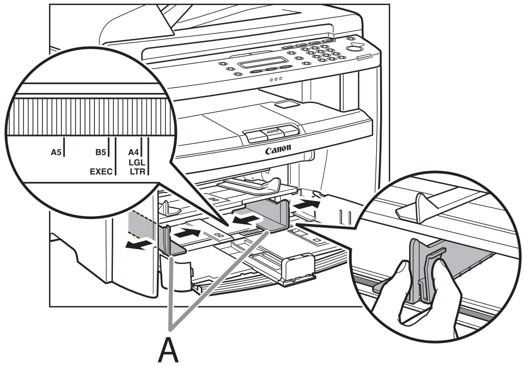
2 Take out the dust cover from inside the machine.



3 Slide out the paper guide rail (A).



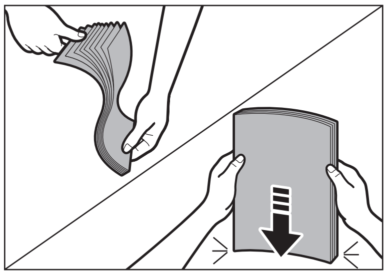
4 Slide the side paper guides (A) to match the size of paper.



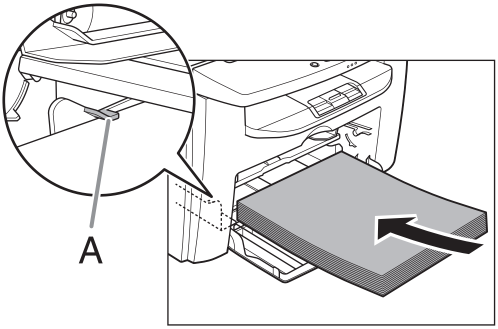
NOTE

If the paper guides do not fit the size of the paper, the printout may be skewed.

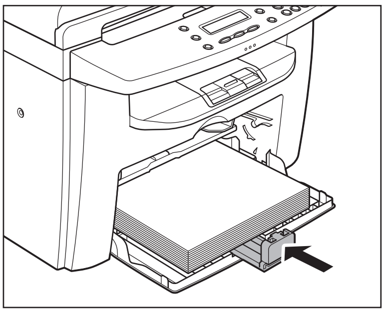
5 Fan the paper stack and even the edges.



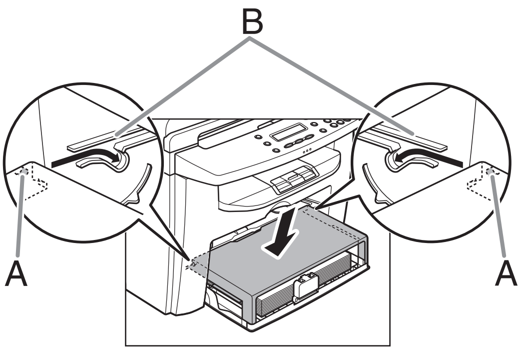
6 Load the paper into the paper feeding tray with the print side up. Make sure the paper stack sits below the hook (A) on the side paper guide.



7 Adjust the paper guide rail to match the size of paper.



8 Aligning the protrusions (A) on both sides of the dust cover to the guides (B) inside the machine, set the dust cover.



In the Multi-Purpose Tray

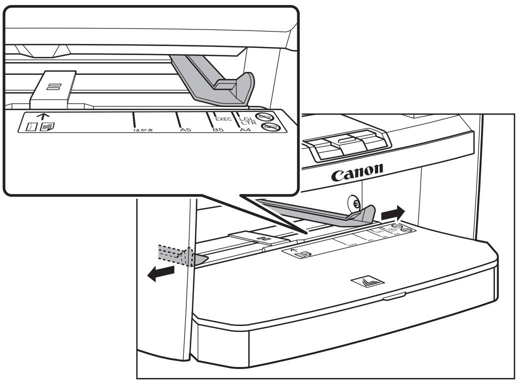
Use the multi-purpose tray when you want to copy or print on the different paper which is in the paper cassette. Load paper one by one in the multi-purpose tray.

NOTE

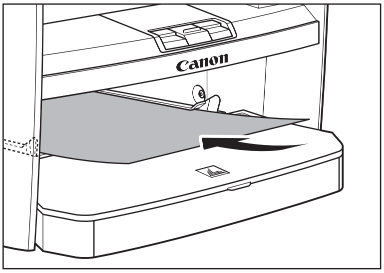
- The paper in the multi-purpose tray is fed prior to the paper in the paper cassette.
- The recommended envelopes are COM10 (#10), MONARCH, DL, and ISOC5. Using other envelopes may affect the quality of the printout.
- Make sure to set the correct paper size in the printer driver.
- When printing the USER DATA LIST, paper can be fed only from the paper cassette. If paper is loaded into the multi-purpose tray, <REMOVE MP PAPER> appears.

For D460

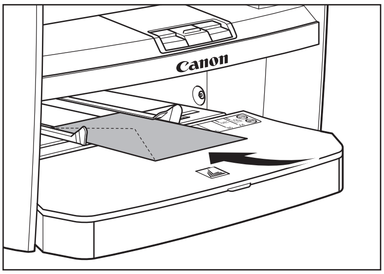
1 Spread the paper guides a little wider than the actual paper width.



2 When setting paper, gently insert the paper into the multi-purpose tray with the print side up.



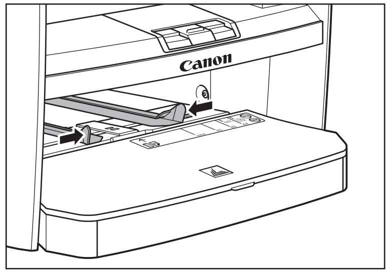
When setting an envelope, gently insert the envelope into the multi-purpose tray with the print side up and the right edge (i.e., closer to the stamp) first.



NOTE

When you load paper with a logo on, position the paper with the print side up (logo side) and insert it so that the top of the paper feeds first in the multi-purpose tray.

3 Slide the paper guides so that they fit to both sides of the paper.



NOTE

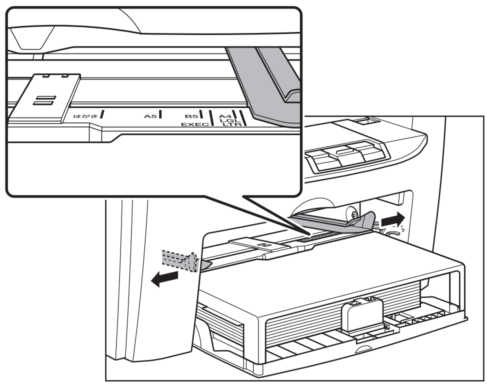
If the paper guides do not fit the size of the paper, the print quality may be deteriorated.

4 Specify the size and the type of the paper you load.

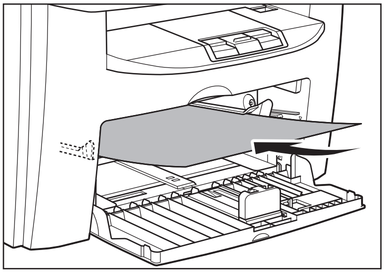
For details on how to specify the paper size and type, see "Setting Paper Size and Type," on p. 2-14.

For D440/D420

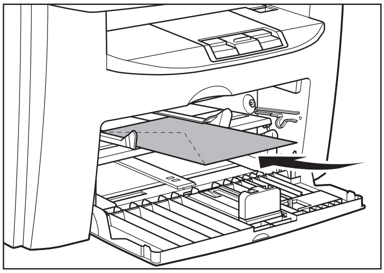
1 Spread the paper guides a little wider than the actual paper width.



2 When setting paper, gently insert the paper into the multi-purpose tray with the print side up.



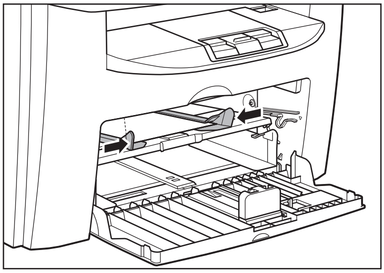
When setting an envelope, gently insert the envelope into the multi-purpose tray with the print side up and the right edge (i.e., closer to the stamp) first.



NOTE

When you load paper with a logo on, position the paper with the print side up (logo side) and insert it so that the top of the paper is fed first in the multi-purpose tray.

3 Slide the paper guides so that they fit to both sides of the paper.



NOTE

If the paper guides do not fit the size of the paper, the print quality may be deteriorated.

4 Specify the size and the type of the paper you load.

For details on how to specify the paper size and type, see “Setting Paper Size and Type,” on p. 2-14.

Setting Paper Size and Type

This section describes how to specify the paper size and type you are loading in the paper cassette and the multi-purpose tray. Whenever you change the paper size and type in the cassette and the tray, follow the procedure in this section to adjust the paper size and type settings for the cassette and the tray.

The default settings are as follows:

- **<PAPER SIZE>: LTR**
- **<PAPER TYPE>: PLAIN PAPER**

For the Paper Cassette

1 Press ◯ [Paper Settings] repeatedly to select <CASSETTE>, then press [OK].

```
CASSETTE
```

2 Press [◄–] or [+►] to select the paper size, then press [OK].

Ex.

```
PAPER SIZE
                LTR
```

You can select from the following paper sizes: <LTR>, <LGL>, <A4>, <B5>, <A5>, <EXECUTIVE>, <COM10>, <MONARCH>, <DL>, <ISO-C5>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, <FOOLSCAP>

3 Press [◄–] or [+►] to select the paper type, then press [OK].

Ex.

```
PAPER TYPE
        PLAIN PAPER
```

You can select from the following paper types:
- <PLAIN PAPER> or <PLAIN PAPER L>*1 for Plain paper (17 lb to 24 lb (64 g/m^2 to 90 g/m^2))
- <HEAVY PAPER> or <HEAVY PAPER H>*2 for Heavy paper (Paper cassette: 28 lb to 34 lb (105 g/m^2 to 128 g/m^2), Multi-purpose tray: 28 lb to 43 lb (105 g/m^2 to 163 g/m^2)) or Envelope
- <TRANSPARENCY> for Transparency

*1 If paper curls excessively when printed with <PLAIN PAPER> selected, select <PLAIN PAPER L>.

*2 If print fixing is not sufficient when printed with <HEAVY PAPER> selected, select <HEAVY PAPER H>.

NOTE

If you have selected <B5>, <A5>, <EXECUTIVE>, <COM10>, <MONARCH>, <DL> or <ISO-C5> for the paper size in step 2, <PAPER TYPE> is not displayed.

For the Multi-Purpose Tray

1 Press ◯ [Paper Settings] repeatedly to select <MP TRAY>, then press [OK].

```
MP TRAY
```

2 Press [◄–] or [+►] to select the paper size, then press [OK].

Ex.

```
PAPER SIZE
                LTR
```

You can select from the following paper sizes: <LTR>, <LGL>, <A4>, <B5>, <A5>, <EXECUTIVE>, <COM10>, <MONARCH>, <DL>, <ISO-C5>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, <FOOLSCAP>

3 Press [◄–] or [+►] to select the paper type, then press [OK].

Ex.

```
PAPER TYPE
        PLAIN PAPER
```

You can select from the following paper types:

– <PLAIN PAPER> or <PLAIN PAPER L>*[1] for Plain paper (17 lb to 24 lb (64 g/m^2 to 90 g/m^2))

– <HEAVY PAPER> or <HEAVY PAPER H>*[2] for Heavy paper (Paper cassette: 28 lb to 34 lb (105 g/m^2 to 128 g/m^2), Multi-purpose tray: 28 lb to 43 lb (105 g/m^2 to 163 g/m^2)) or Envelope

– <TRANSPARENCY> for Transparency

*[1] If paper curls excessively when printed with <PLAIN PAPER> selected, select <PLAIN PAPER L>.

*[2] If print fixing is not sufficient when printed with <HEAVY PAPER> selected, select <HEAVY PAPER H>.

NOTE

If you have selected <B5>, <A5>, <EXECUTIVE>, <COM10>, <MONARCH>, <DL> or <ISO-C5> for the paper size in step 2, <PAPER TYPE> is not displayed.

Copying

Chapter 3

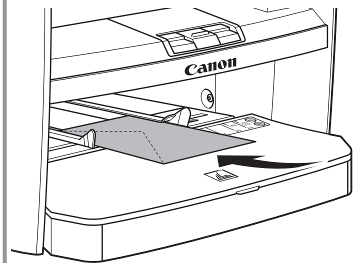
This chapter describes the copying features.

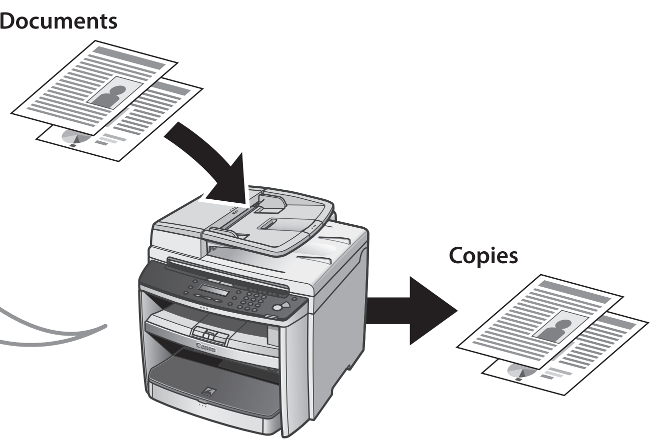
Overview of Copy Functions

In addition to enlarging/reducing copies, you can make 2-sided copies or use the 2 on 1 mode, which reduces 2 page documents to fit on one sheet of paper.

Using multi-purpose tray

- Standard paper sizes
- Irregular sizes of paper
- Envelopes





Copy settings

Image Quality (p. 3-6)

Text Mode

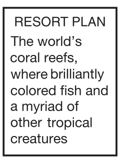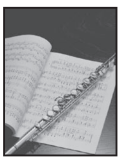


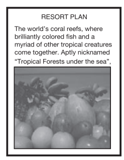
Photo Mode



Text/Photo



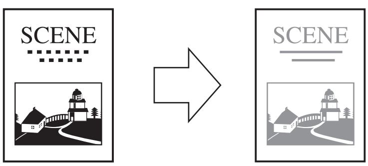
Text/Photo+



Density (p. 3-8)

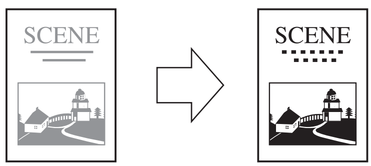
Lighter

Document Copy



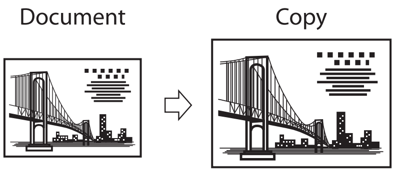
Darker

Document Copy



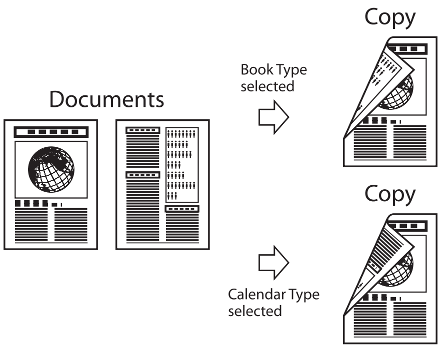
Various copy functions

Enlarge/Reduce images (p. 3-10)

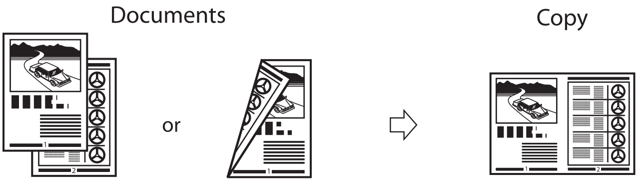


2-sided copying (p. 3-18)

1 to 2-sided copying



2 on 1 (p. 3-15)



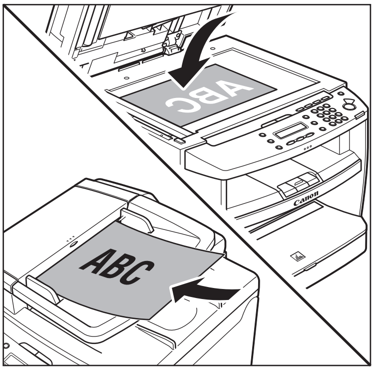
NOTE

The copy settings can be combined. For details, see the following descriptions for each setting.

Basic Copying Method

This section describes the basic procedure for copying.

1 Place documents on the platen glass or load them in the ADF.



– For details, see "Placing Documents," on p. 2-4.
– Close the ADF/platen glass cover after placing your documents.
– For documents you can copy, see "Documents Requirements," on p. 2-2.

2 Press [COPY] [COPY].

– If you want to adjust the image quality, see "Selecting Image Quality," on p. 3-6.
– If you want to adjust the density, see "Adjusting Density" on p. 3-8.
– If you want to adjust the zoom ratio, see "Enlarge/Reduce Images" on p. 3-10.

> **NOTE**
>
> If you press and hold [OK] in the copy mode, a sample page will be printed. For details, see "Printing a Sample Page" on p. 3-24.

3 Use ⓪ – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).

Ex.

```
100%          LTR
         TEXT/PHOTO    1
```

– The copy quantity appears on the right side of the display.
– If you make a mistake when entering values, press [Clear] and enter the correct values.

> **NOTE**
>
> You cannot change the copy quantity while the machine is copying.

4 Press [Start].

Canceling Copy Jobs

You can cancel scanning or ongoing jobs.

NOTE

If you cancel a copy job during scanning, make sure to remove the document.

1 Press [Stop/Reset].

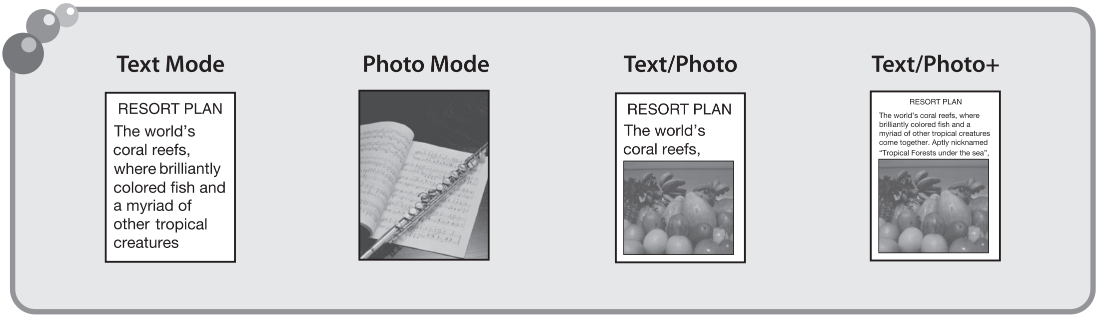
2 When the <CANCEL COPYING?> message appears, press [◄–] to select <YES>.

```
CANCEL COPYING?
 < YES          NO >
```

The job is canceled, and the copy quantity is reset.

Selecting Image Quality

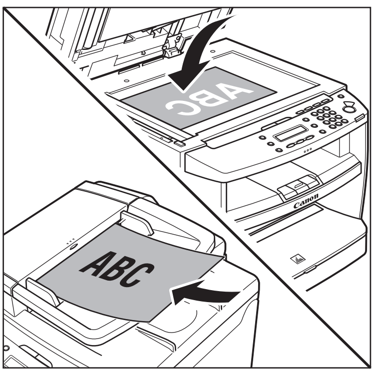
You can adjust the image quality of copies according to the types of documents. A correct selection is necessary for the optimal reproduction of the colors of the document. These settings return to the default values if the machine remains idle for a certain period of time or if you press [Stop/Reset].
The default settings is <TEXT/PHOTO>.



NOTE

- Combinations of these four modes (TEXT/PHOTO, TEXT, PHOTO, TEXT/PHOTO+) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If the document is a transparency, select the document type, then adjust the exposure to the most appropriate level for the document.

1 Place documents.



For details, see "Placing Documents," on p. 2-4.

2 Press [COPY].

3 Press [Image Quality] repeatedly to select the document type.

- <TEXT/PHOTO>: For documents that contain text and photos
- <TEXT>: For text documents
- <PHOTO>: For documents that contain fine text or photos
- <TEXT/PHOTO+>: For documents that contain fine text and photos

NOTE

Copy density automatically changes to the manual mode when <TEXT/PHOTO>, <PHOTO>, or <TEXT/PHOTO+> is set.

4 Use ⓪ – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).

Ex.

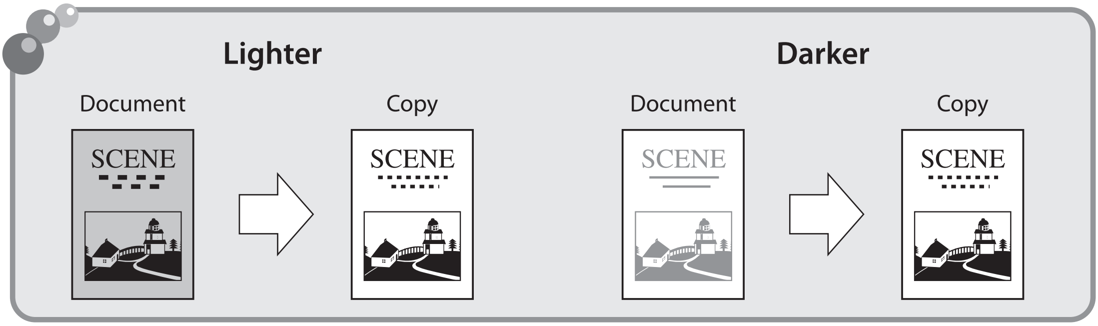
```
100%          LTR
        TEXT/PHOTO     1
```

5 Press [Start].

If you want to copy multiple documents using the platen glass, place a document and press [Start] once for each page. When scanning is complete, press [OK].

Adjusting Density

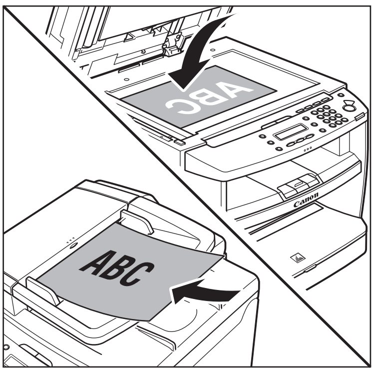
You can adjust the density to the most appropriate level for the document either automatically or manually.
The default setting is <MANUAL> (5).



Adjusting Automatically

You can adjust the density to the most appropriate level for the document automatically.

1 Place documents.



For details, see "Placing Documents," on p. 2-4.

2 Press [COPY] [COPY].

3 Press [Density] twice to select <AUTO>, then press [OK].

```
DENSITY
                  AUTO
```

> **NOTE**
> The image quality is automatically set to <TEXT>.

4 Use ⓪ – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).

```
100%          LTR
  A    TEXT          1
```

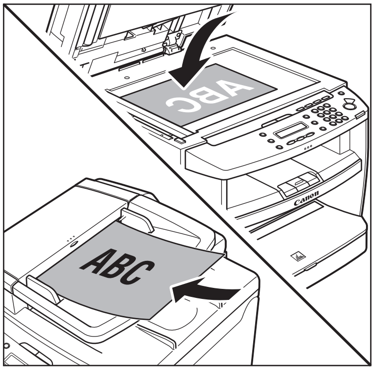
5 Press [Start].

If you want to copy multiple documents using the platen glass, place a document and press [Start] once for each page. When scanning is complete, press [OK].

Adjusting Manually

You can adjust the density to the most appropriate level for the document manually.

1 Place documents.



For details, see "Placing Documents," on p. 2-4.

2 Press [COPY].

3 Press [Density] to select the manual mode.

4 Press [◄−] or [+►] to adjust the copy density, then press [OK].

```
DENSITY
-LT   ◖▯▯▯▯▮▯▯▯▯◗   DK+
```

– [+►]: to make light documents darker
– [◄−]: to make dark documents lighter

NOTE

– To cancel all settings, press [Stop/Reset].
– When you switch the mode by pressing the mode keys such as [SCAN], all settings will be canceled. If you want to keep the settings, set the density as follows: [Menu] → <COPY SETTINGS> → <STANDARD SETTINGS> → <DENSITY> → <MANUAL> (See "COPY SETTINGS," on p. 10-3.)

5 Use ⓪ – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).

Ex.

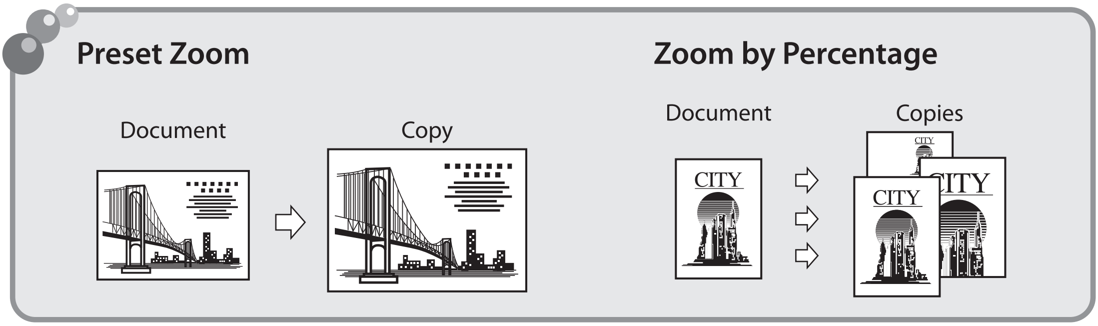
```
100%          LTR
◖ ▮ ◗ TEXT/PHOTO    1
```

6 Press [Start].

If you want to copy multiple documents using the platen glass, place a document and press [Start] once for each page. When scanning is complete, press [OK].

Enlarge/Reduce Images

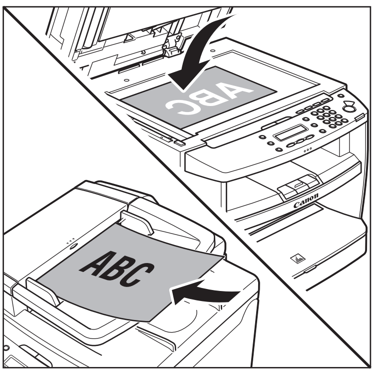
You can convert a standard-sized document to a different standard-sized copy (preset zoom), or you can enlarge or reduce images in 1% increments (custom copy ratio). The default setting is <100%>.



Preset Zoom

You can enlarge or reduce standard size documents to another standard paper size.

1 Place documents.



For details, see "Placing Documents," on p. 2-4.

2 Press [COPY] [COPY].

3 Press [Enlarge/Reduce].

```
PRESET RATIO
 -        100%        +
```

4 Press [◄−] or [+►] to select the copy ratio, then press [OK].

Ex.

```
PRESET RATIO
    78% LGL → LTR
```

- <200% MAX.>
- <129% STMT → LTR>
- <100%>
- <78% LGL → LTR>
- <64%>
- <50% MIN.>

NOTE

When <PAPER SIZE GROUP> in the <COPY SETTINGS> menu is set to <A> or <AB>, the preset copy ratios change as follows:
A: 50%, 70%, 100%, 141%, 200%
AB: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200%

5 Use ⓪ – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).

Ex.

```
 78%          LTR
◖ ■ ◗  TEXT/PHOTO
```

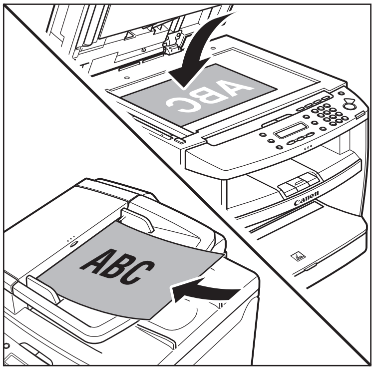
6 Press [Start].

If you want to copy multiple documents using the platen glass, place a document and press [Start] once for each page. When scanning is complete, press [OK].

Custom Copy Ratio

You can enlarge or reduce images by any copy ratio, in 1% increments. The available copy ratios are from 50% to 200%.

1 Place documents.



For details, see "Placing Documents," on p. 2-4.

2 Press COPY [COPY].

3 Press [Enlarge/Reduce] twice.

```
ZOOM   50-200%
 -        100%     +
```

4 Use ⓪ – ⑨ [numeric keys] to enter the copy ratio, then press [OK].

Ex.

```
ZOOM   50-200%
 -         95%     +
```

You can also use [◄−] or [+►] to adjust the zoom ratio. To increase the zoom ratio, press [+►]. To decrease the copy ratio, press [◄−].

NOTE

To return the copy ratio to 100%, press [Enlarge/Reduce] repeatedly to display <100%>, then press [OK].

Copying

5 Use ⓪ – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).

Ex.

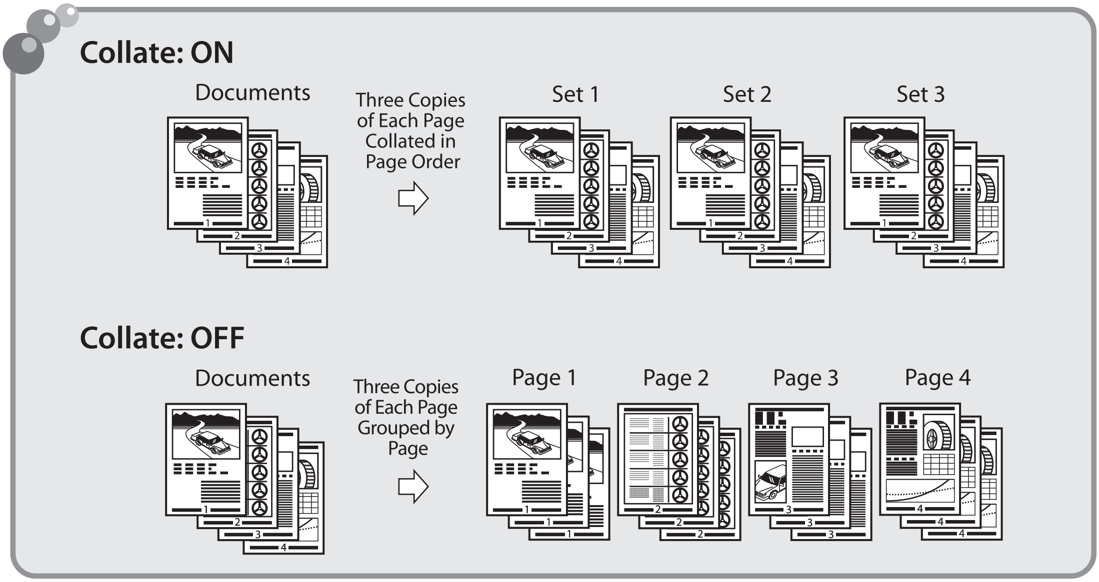
```
 95%           LTR
■ ■ ■  TEXT/PHOTO    1
```

6 Press [Start].

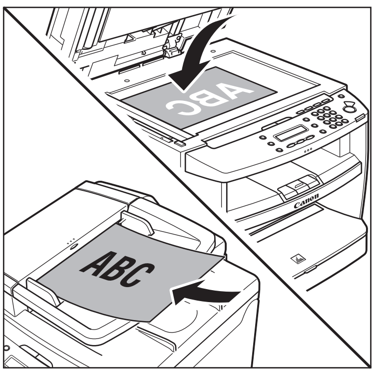
If you want to copy multiple documents using the platen glass, place a document and press [Start] once for each page. When scanning is complete, press [OK].

Collating Copies

You can sort copies into sets arranged in page order. This function is useful when making handouts for meetings. This feature can be used together with both "2-Sided Copying," (see p. 3-18) and "Multiple Documents onto One Sheet (2 on 1)," (see p. 3-15).
The default setting is <OFF>.



1 Place documents.



For details, see "Placing Documents," on p. 2-4.

2 Press COPY [COPY].

NOTE

If <AUTO COLLATE> is set to <ON> in <STANDARD SETTINGS> in <COPY SETTINGS>, skip to step 4.

3 Press [Collate/2 on 1].

```
COLLATE/2 ON 1
          COLLATE
```

- If you want to use <COLLATE> and "2 on 1 Combination" (see p. 3-15) at the same time, select <COLLATE+2 ON 1>, then press [OK].
- If you want to use <COLLATE> and the 2-sided copying at the same time, go to step 3 of "1 to 2-Sided Copying" (see p. 3-19), "2 to 2-Sided Copying (D460 Only)" (see p. 3-20), or "2 to 1-Sided Copying (D460 Only)" (see p. 3-21).

4 Use 0 – 9 [numeric keys] to enter the desired copy quantity (1 to 99).

```
 63%        * LTR
      TEXT/PHOTO    1
```

5 Press [Start].

If you want to copy multiple documents using the platen glass, place a document and press [Start] once for each page. When scanning is complete, press [OK]. The machine prints the remaining sets of copies.

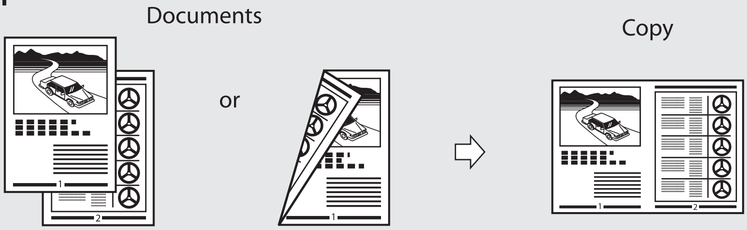
NOTE

- To cancel all settings, press [Stop/Reset].
- When you switch the mode by pressing the mode keys such as SCAN [SCAN], all settings will be canceled. If you want to keep the settings, set the collate mode as follows: [Menu] → <COPY SETTINGS> → <STANDARD SETTINGS> → <AUTO COLLATE> → <ON> (See "COPY SETTINGS," on p. 10-3.)"
- When scanning multiple page documents, <MEMORY FULL> may appear in the display and scanning may be canceled. If this happens, press [Stop/Reset] to return to the standby mode.

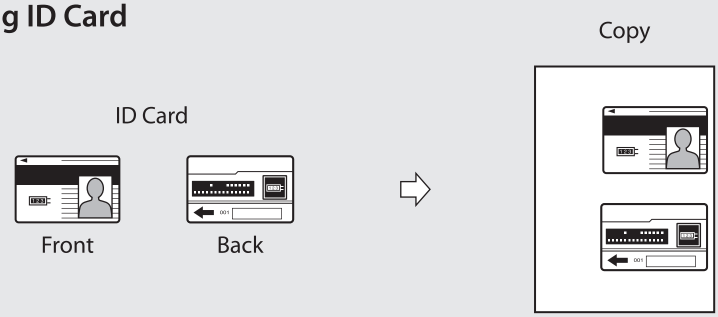
Multiple Documents onto One Sheet (2 on 1)

This mode enables you to reduce two-page documents to fit on one sheet of paper (1-sided/ 2-sided).

2 On 1



Copying ID Card



2 on 1 Combination

2 on 1 mode automatically reduces two documents to fit on the selected paper size. You can make well-organized copies by copying multiple documents onto one sheet. This mode enables you to cut print costs by saving copy papers, and it is also useful for saving space. This feature can be used together with both "Collating Copies" (see p. 3-13) and "2-Sided Copying" (see p. 3-18).
The default setting is <OFF>.

NOTE

The reduction ratio is automatically set so that the documents fit onto the selected paper size.

1 Place documents.



For details, see "Placing Documents," on p. 2-4.

2 Press [COPY] [COPY].

3 Press [Collate/2 on 1] repeatedly to select <2 ON 1>, then press [OK].

```
COLLATE/2 ON 1
            2 ON 1
```

– If you want to use <2 ON 1> and "Collating Copies" (see p. 3-13) at the same time, select <COLLATE+2 ON 1>, then press [OK].
– If you want to use <2 ON 1> and the 2-sided copying at the same time, go to step 3 of "1 to 2-Sided Copying" (see p. 3-19), "2 to 2-Sided Copying (D460 Only)" (see p. 3-20), or "2 to 1-Sided Copying (D460 Only)" (see p. 3-21).

4 Use ⓪ – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).

```
 63%        * LTR
         TEXT/PHOTO   1
```

5 Press [Start].

– If you want to copy multiple documents using the platen glass, place a document and press [Start] once for each page. When scanning is complete, press [OK].

NOTE
– To cancel all settings, press [Stop/Reset].
– A maximum of 1/8" (4 mm) margin will be produced between the two reduced documents in 2 on 1 copying.

Copying ID Card

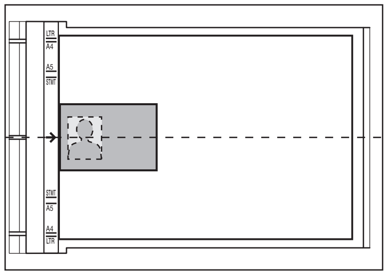
You can make a copy of a 2-sided card onto one side of a paper. This mode is useful when copying ID cards.

NOTE
– You must place a document on the platen glass when using this function.
– The zoom ratio will automatically be set to <100%> with this feature. You cannot change the copy size.
– The paper size you can use is LTR or A4. If you select other paper size in the paper size setting, the ID card copy function will be canceled automatically.
– When you select the ID card copy, the other copy settings you made, such as the copy ratio and paper size, will be canceled automatically.
– This function cannot be used with the 2 on 1 mode, the collating mode, or the 2-sided copying mode.

1 Place a card on the platen glass.

– Place a card as indicated below.

Ex.



– Align the center of a card with the arrow mark.

2 Press [COPY] [COPY].

3 Press [Collate/2 on 1] repeatedly to select <ID CARD COPY>, then press [OK].

```
COLLATE/2 ON 1
       ID CARD COPY
```

Copying

4 Use ⓪ – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).

Ex.

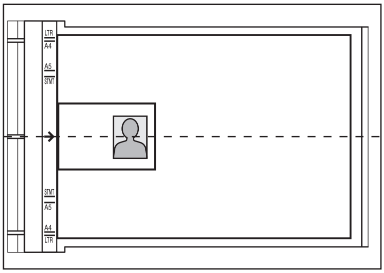
```
100%          *  LTR
        TEXT/PHOTO    1
```

5 Press [start].

6 Turn and place the card.

– Place the card as indicated below.

Ex.



– Align the center of a card with the arrow mark.

7 Press [start].

NOTE

To cancel all settings, press [Stop/Reset]

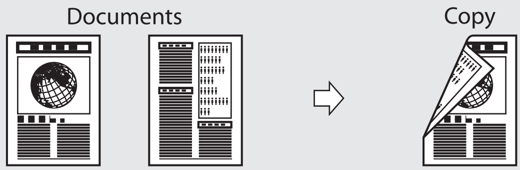
2-Sided Copying

This mode enables you to make 2-sided copies from 1-sided or 2-sided documents, or make 1-sided copies from 2-sided documents. This enables you to cut print costs in half when copying in large quantities.

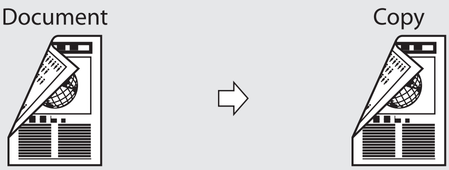
This feature can be used together with both "Collating Copies" (see p. 3-13) and "2 on 1 Combination" (see p. 3-15).

The default setting is <OFF>.

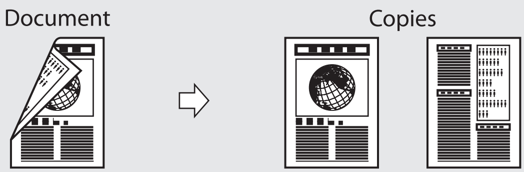
1 to 2-Sided Copying



2 to 2-Sided Copying (D460 Only)



2 to 1-Sided Copying (D460 Only)



NOTE

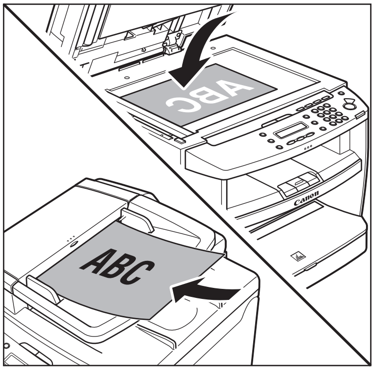
Paper used to make 2-sided copies must conform to the following specifications:

- Paper size: LTR, A4 (envelopes cannot be used for 2-sided copying)
- Paper weight: 17 to 21 lb (64 to 80 g/m^2)

1 to 2-Sided Copying

You can make 2-sided copies from 1-sided documents.

1 Place documents.



For details, see "Placing Documents," on p. 2-4.

2 Press [COPY] [COPY].

3 Press ◯ [2-Sided] to select <1 >2-SIDED>, then press [OK].

```
2-SIDED
          1 > 2-SIDED
```

NOTE

If there are odd number of documents when the 1-Sided to 2-Sided mode is used, the back side of the last copy is left blank.

4 Press [◄–] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

```
TYPE OF OUTPUT
           BOOK TYPE
```

– <BOOK TYPE>: The front and back sides of the copy will have the same top-bottom orientation.
– <CALENDAR TYPE>: The front and back sides of the copy will have the opposite top-bottom orientation.

NOTE

For the landscape oriented documents:
When <BOOK TYPE> is selected, the front and back sides of the copy will have the opposite top-bottom orientation. When <CALENDAR TYPE> is selected, the front and back sides of the copy will have the same top-bottom orientation.

5 Use ⓪ – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).

Ex.

```
100%         * LTR
         TEXT/PHOTO    1
```

Copying

6 Press [Start].

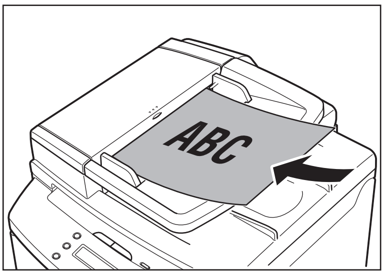
If you want to copy multiple documents using the platen glass, place a document and press [Start] once for each page. When scanning is complete, press [OK].

> **NOTE**
> – To cancel all settings, press [Stop/Reset].
> – When you switch the mode by pressing the mode keys such as SCAN [SCAN], all settings will be canceled. If you want to keep the settings, store the settings as follows: [Menu] → <COPY SETTINGS> → <STANDARD SETTINGS> → <2-SIDED> (See “COPY SETTINGS,” on p. 10-3.)
> – You can skip step 4. In this case, the machine scans 1-sided documents to make 2-sided, <BOOK TYPE> copies.

2 to 2-Sided Copying (D460 Only)

You can make 2-sided copies from 2-sided documents.

1 Place documents in the ADF.



For details, see “Placing Documents,” on p. 2-4.

2 Press COPY [COPY].

3 Press [2-Sided] repeatedly to select <2 > 2-SIDED>, then press [OK].

```
2-SIDED
          2 > 2-SIDED
```

4 Press [◄−] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE> for the document layout, then press [OK].

```
TYPE OF ORIGINAL
        BOOK TYPE
```

– <BOOK TYPE>: The front and back sides of the document will have the same top-bottom orientation.
– <CALENDAR TYPE>: The front and back sides of the document will have the opposite top-bottom orientation.

5 Press [◄−] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE> for the output layout, then press [OK].

```
TYPE OF OUTPUT
        BOOK TYPE
```

– <BOOK TYPE>: The front and back sides of the copy will have the same top-bottom orientation.
– <CALENDAR TYPE>: The front and back sides of the copy will have the opposite top-bottom orientation.

6 Use ⓪ – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).

Ex.

```
100%        * LTR
      TEXT/PHOTO   1
```

7 Press [Start].

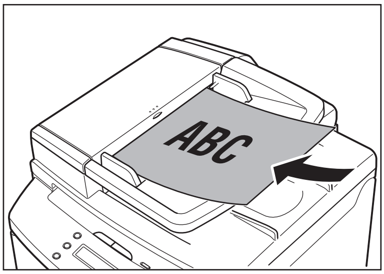
NOTE

- To cancel all settings, press [Stop/Reset].
- When you switch the mode by pressing the mode keys such as [SCAN], all settings will be canceled. If you want to keep the settings, store the settings as follows: [Menu] → <COPY SETTINGS> → <STANDARD SETTINGS> → <2-SIDED> (See "COPY SETTINGS," on p. 10-3.)
- You can skip steps 5 and 6. In this case, the machine scans 2-sided documents in the <BOOK TYPE> orientation and outputs the same way.
- If you press [Start] in step 5 after selected <CALENDAR TYPE>, the machine scans 2-sided documents in the <CALENDAR TYPE> orientation and outputs the same way.

2 to 1-Sided Copying (D460 Only)

You can make 1-sided copies from 2-sided documents.

1 Place documents in the ADF.



For details, see "Placing Documents," on p. 2-4.

2 Press [COPY].

3 Press [2-Sided] to select <2 >1-SIDED>, then press [OK].

```
2-SIDED
          2 > 1-SIDED
```

4 Press [◄–] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

```
TYPE OF ORIGINAL
          BOOK TYPE
```

- <BOOK TYPE>: The front and back sides of the document have the same top-bottom orientation.
- <CALENDAR TYPE>: The front and back sides of the document will have the opposite top-bottom orientation.

5 Use ⓪ – ⑨ [numeric keys] to enter the desired copy quantity (1 to 99).

Ex.

```
100%          * LTR
        TEXT/PHOTO    1
```

6 Press [Start].

NOTE

- To cancel all settings, press [Stop/Reset].
- When you switch the mode by pressing the mode keys such as [SCAN], all settings will be canceled. If you want to keep the settings, store the settings as follows: [Menu] → <COPY SETTINGS> → <STANDARD SETTINGS> → <2-SIDED> (See "COPY SETTINGS," on p. 10-3.)
- You can skip step 4. In this case, the machine scans 2-sided documents in the <BOOK TYPE> orientation to make 1-sided copies.

Selecting Paper Size Group

This section describes how to select the paper size group.
The default setting is <INCHES>.

1 Press [Menu].

2 Press [◄−] or [+►] to select <COPY SETTINGS>, then press [OK].

```
MENU
2   COPY SETTINGS
```

3 Press [◄−] or [+►] to select <PAPER SIZE GROUP>, then press [OK].

```
COPY SETTINGS
2   PAPER SIZE GROUP
```

4 Press [◄−] or [+►] to select a paper size group, then press [OK].

```
PAPER SIZE GROUP
                INCHES
```

You can select from the following paper size groups: <INCHES>, <A>, <AB>

Changing Standard Mode

The Standard mode is the combination of copy modes that the machine automatically applies when the power is turned ON, or when [Stop/Reset] is pressed. You can change the Standard mode to suit your needs.

The default settings are the followings:

- **<IMAGE QUALITY>: <TEXT/PHOTO>**
- **<DENSITY>: <MANUAL> (5)**
- **<ZOOM RATIO>: <100%>**
- **<AUTO COLLATE>: <OFF>**
- **<2-SIDED>: <OFF>**

1 Press [Menu].

2 Press [◄–] or [+►] to select <COPY SETTINGS>, then press [OK].

```
MENU
2   COPY SETTINGS
```

3 Press [◄–] or [+►] to select <STANDARD SETTINGS>, then press [OK].

```
COPY SETTINGS
1   STANDARD SETTINGS
```

4 Press [◄–] or [+►] to select the desired setting item, then press [OK].

```
STANDARD SETTINGS
1   IMAGE QUALITY
```

You can specify the following settings:

- <IMAGE QUALITY>
- <DENSITY>
- <ZOOM RATIO>
- <AUTO COLLATE>
- <2-SIDED>

NOTE

If you press [Stop/Reset] before pressing [OK], the setting will not be registered.

5 Press [Stop/Reset] to return to the standby mode.

NOTE

Press [Menu] to return to the previous display.

Printing a Sample Page

This machine enables you to print a sample page. You can use this function to test how the printouts will look with current settings.

NOTE

– The paper size must be LTR.
– The paper type must be Plain Paper (17 to 21 lb (64 to 80 g/m^2)).
– If the paper setting is not appropriate or the paper is not loaded correctly, printing does not start without any error messages.
– You cannot cancel printing a sample page once printing has started.
– You cannot use this function while making copies, scanning documents, or printing reports/lists.

1 Press COPY [COPY].

2 Press and hold [OK].

The sample page will be printed on the both sides of the paper.

Viewing Copy Settings

You can check the current copy settings for <COLLATE>, <2-SIDED>, <2 ON 1>, and <ID CARD COPY>.

1 Press ◯ [Job Cancel/Status Monitor] repeatedly to select <VIEW SETTINGS>, then press [OK].

```
VIEW SETTINGS
```

The current settings for <COLLATE>, <2-SIDED>, <2 ON 1>, and <ID CARD COPY> appear on the LCD display.

```
2 ON 1
```

Printing

Chapter 4

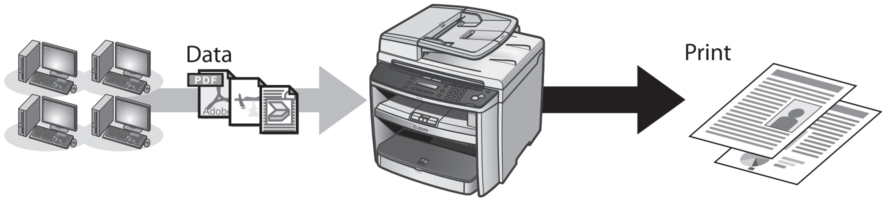
This chapter describes the basic print features.

Overview of the Print Functions

2-sided printouts, collated printouts and enlarged/reduced printouts are available.

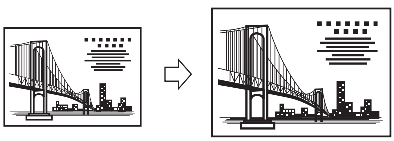
Printing from a computer (Network connection/USB connection)

e-Manual
• Refer to "Print"

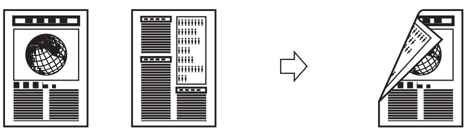


Various printing features (Printing from a computer)

Scaling documents (p. 4-7)



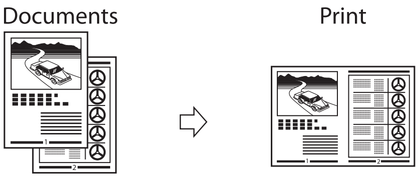
2-sided printing (p. 4-10)



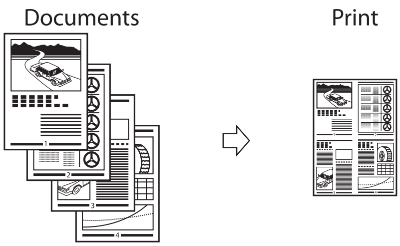
Various printing features (Printing from a computer)

Multiple pages onto one sheet (p. 4-9)

2 on 1

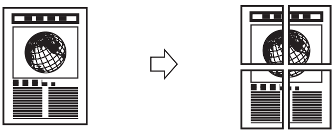


4 on 1



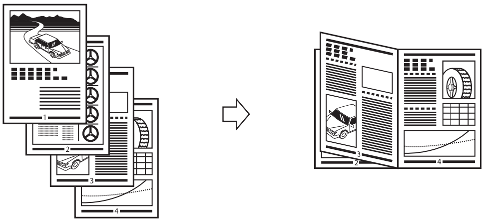
Poster printing

e-Manual
• Refer to "Print."



Booklet printing

e-Manual
• Refer to "Print."



NOTE

Functions such as the 2 on 1, 2-sided printing, and collating can be used in combination.

Introduction to Using Print Functions

Make sure that the printer driver is installed.

For installing the driver to send a print job to the machine over a network, see "Network Connection (D460 Only)" in the Starter Guide, or "Network Connection (D460 Only)" in the e-Manual.
For installing the driver to send a print job directly from your computer to the machine, see "USB Connection" in the Starter Guide, or "USB Connection" in the e-Manual.

Printer Driver

Using the printer driver, the various data processing tasks conventionally executed within the printer are appropriately divided between the host computer and the printer to greatly reduce the overall printing time. The workload can be delegated to match the output data, thus realizing a significant increase in speed through optimization.
You can update your printer driver software and acquire information about Canon products on the Canon home page (http://www.usa.canon.com). Driver software is updated every few months.

XPS

The Canon XPS Printer Driver enables you to print documents in Windows Vista from applications that use the XPS format, utilizing the features and characteristics of the XPS format to the maximum extent.
"When using the Canon XPS Printer Driver, make the setting from the machine as follows:
[Menu] → <SYSTEM SETTINGS> → <PDL SELECT(PnP)> → <UFRII(XPS)>
To enable the setting, turn OFF the main power switch and then turn ON.
How to use the Canon XPS Printer Driver, see the Readme file and Help."

NOTE

- The Canon XPS Printer Driver supports Windows Vista only. If you select <UFRII(XPS)> with other operating systems, the machine cannot detect your computer.
- You cannot install the Canon XPS Printer Driver with the installer in the TCP/IP environment. How to install the Canon XPS Printer Driver, see the Readme file.
- When using the Canon XPS Printer Driver, it is recommended to use Windows Vista Service Pack 1 for increasing the printing speed.

NOTE

The available printer drivers may vary, depending on the machine and the version of Windows that you are using.

Printing Documents from a Computer

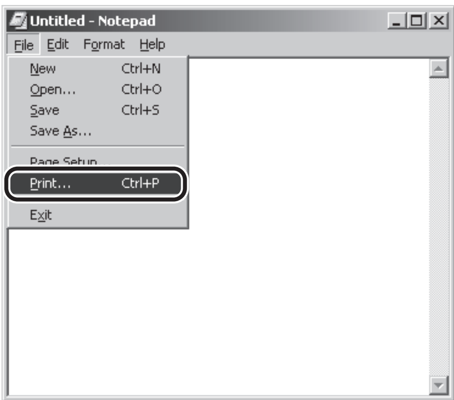
This section is the explanation of the basic procedure for printing from a computer (printer driver). Make sure that the printer driver is installed on your computer. To check if the driver is installed, see "Set Up Computers and Software" in the Starter Guide, or "Set Up Computers and Software" in the e-Manual. For details on the printer driver settings, see Online Help.

NOTE

- Printing methods may differ depending on the applications you are using. For details, see the instruction manuals provided with the application software.
- The display may differ according to the operating system or the model of the machine.

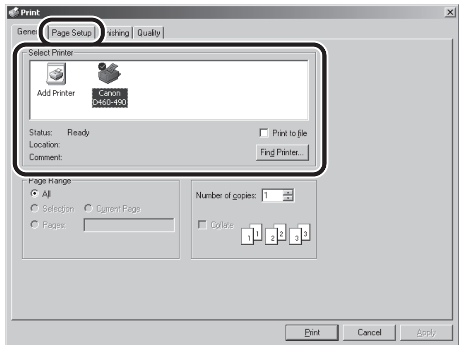
1 Open the document you want to print from the application.

2 Select [Print] from the [File] menu.



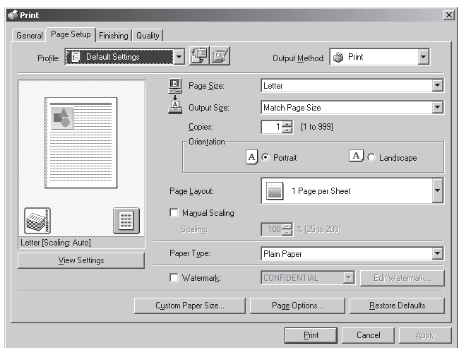
The [Print] dialog box is displayed.

3 Select your printer from [Select Printer], then click [Page Setup].

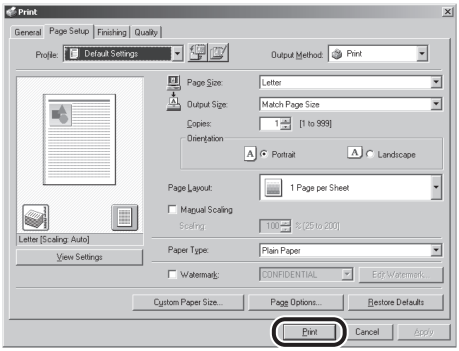


The printer driver screen is displayed.

4 Configure the required settings in the printer driver screen.



5 Click [Print].



Printing begins.
If you want to cancel printing, see “Checking and Canceling Print Jobs,” on p. 4-11.

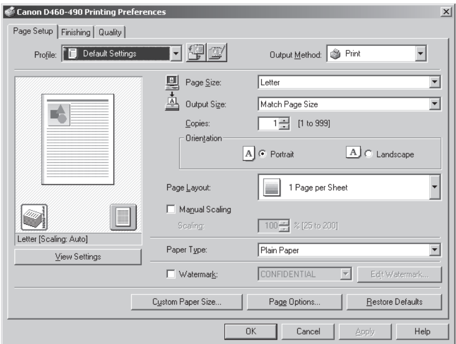
Scaling Documents

You can enlarge or reduce documents to match the output paper size, such as reducing a document created in LTR size to print on STMT, or enlarging a document created in STMT size to print on LTR.
There are two methods for scaling a document: select the output size of the document to scale it automatically, or specify the scaling value manually.

NOTE

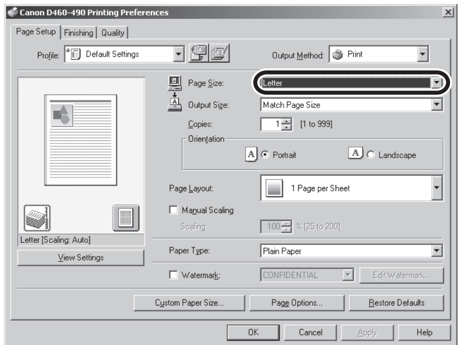
- Depending on the selected page size and printer model you are using, you may not be able to magnify the document.
- Depending on the printer model you are using, you may not be able to magnify the document to the optimum ratio for the selected page size.
- If you are using an application that enables you to enlarge or reduce the document, configure the settings in the application.
- The display may differ according to the operating system or the model of the machine.

1 Display the [Page Setup] sheet.

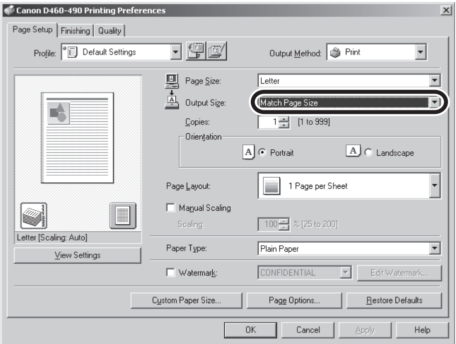


See "Printing Documents from a Computer" on p. 4-5 on how to display the printer driver screen.

2 Select the page size of the document you created in the application from [Page Size].

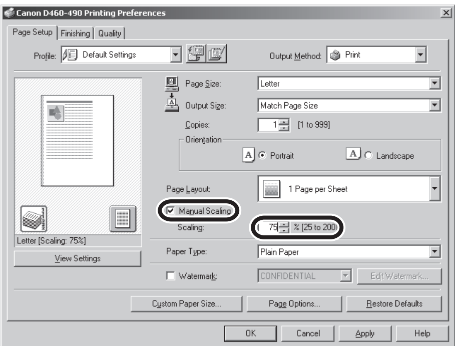


3 Select the output size of the document from [Output Size].



The document is scaled automatically according to the settings made in [Page Size] and [Output Size].

4 If you want to increase or decrease the magnification manually, select [Manual Scaling] → specify the scaling ratio for [Scaling].



NOTE

If the ratio is less than 25% or more than 200%, the document is printed without scaling on the paper specified in [Output Size].

5 On the [Print] dialog box, click [Print] or [OK].

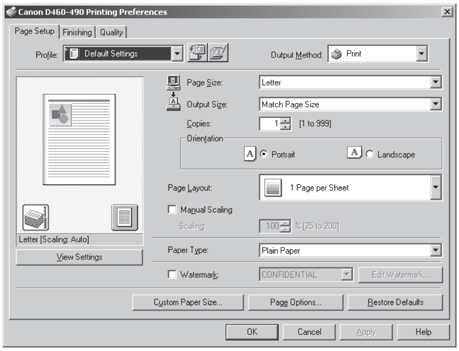
Printing Multiple Pages on One Sheet

This mode enables you to reduce multiple pages to fit onto one sheet of paper. You can make well-organized documents by editing multiple materials onto one sheet. And you can cut down print costs by saving papers, and it is also useful for saving space.

NOTE

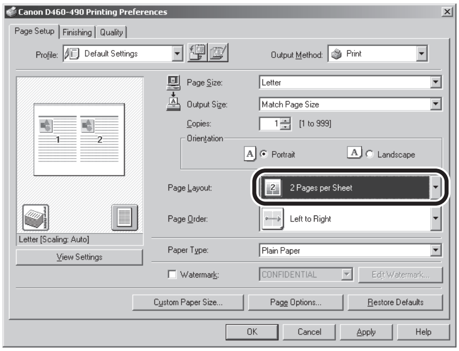
- Although there may be a function for printing multiple copies depending on the application you are using, do not use it together with this function. If you do, printing may not be executed correctly.
- You cannot enlarge and reduce manually when using this function.
- The display may differ according to the operating system or the model of the machine.

1 Display the [Page Setup] sheet.

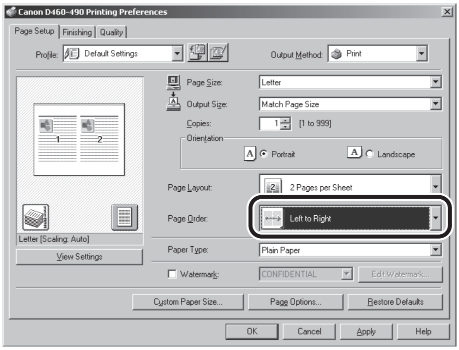


See "Printing Documents from a Computer" on p. 4-5 on how to display the printer driver screen.

2 Select the page layout from [Page Layout].



3 Select the page order from [Page Order].



4 On the [Print] dialog box, click [Print] or [OK].

NOTE

- Other than [2 Pages per Sheet], you can also select [4 Pages per Sheet], [6 Pages per Sheet], [8 Pages per Sheet], [9 Pages per Sheet], or [16 Pages per Sheet]. If you select [Poster [2 x 2]], [Poster [3 x 3]], or [Poster [4 x 4]], you can print out a poster that consists of multiple sheets of paper.
- When reducing multiple pages to fit on a sheet, you can also select the page order from the [Page Order] pull-down menu.

2-Sided Printing

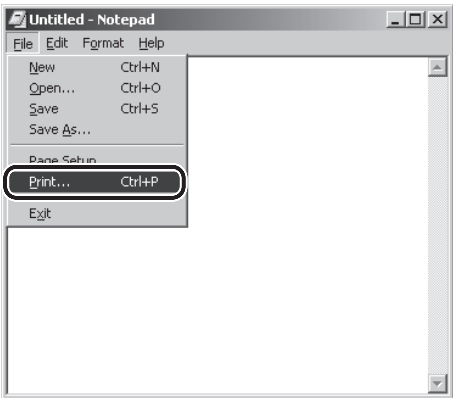
2-sided printing enables you to make 2-sided printouts. You can cut down print costs by half when copying in large quantities.

NOTE

The display may differ according to the operating system or the model of the machine.

1 Open the document you want to print from the application.

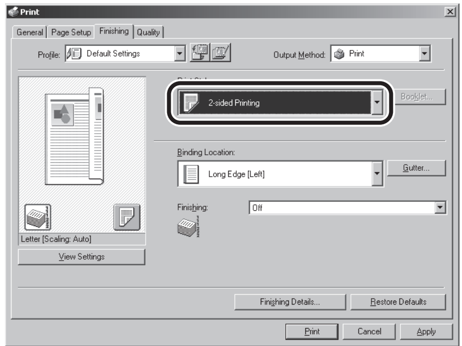
2 Select [Print] from the [File] menu.



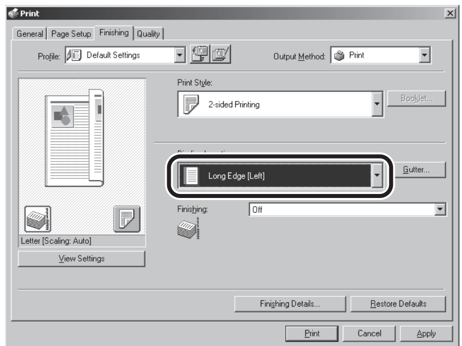
3 Select your printer from [Select Printer], then click [Finishing] to open the dialog box.



4 Select [2-sided Printing] from [Print Style].



5 Select binding edge for the paper printout from [Binding Location].



6 On the [Print] dialog box, click [Print] or [OK].

Checking and Canceling Print Jobs

You can check the status of print jobs and cancel a job before the printing starts.

NOTE

Make sure that the Processing/Data indicator is on or blinking. When the Processing/Data indicator is off, there are no jobs in the memory of the print job status.

1 Press ◯ [Job Cancel/Status Monitor] repeatedly to select <PRINT STATUS> or <JOB CANCEL>, then press [OK].

```
PRINT STATUS
```

If you select <JOB CANCEL>, press [◄–] or [+►] to select <PRINT>, then press [OK].

2 Press [◄–] or [+►] to scroll through the job list, and check the status of the print jobs.

Ex.

```
0001 18:30
File - TXT
```

If you want to cancel the job, go to the next step. Otherwise, press [Stop/Reset] to return to the standby mode.

3 Press [◄–] or [+►] to select the job you want to cancel, then press [OK].

Ex.

```
0002 18:45
File 2 - Note
```

4 Press [◄–] or [+►] to select <CANCEL>, then press [OK].

```
0002
CANCEL
```

If you select <JOB CANCEL> in step 1, you do not need to perform this procedure. Go to the next step.

5 Press [◄–] to select <YES>.

If you do not want to cancel the job, press [+►] to select <NO>.

```
CANCEL PRINTING?
 < YES          NO >
```

6 Press [Stop/Reset] to return to the standby mode.

Scanning

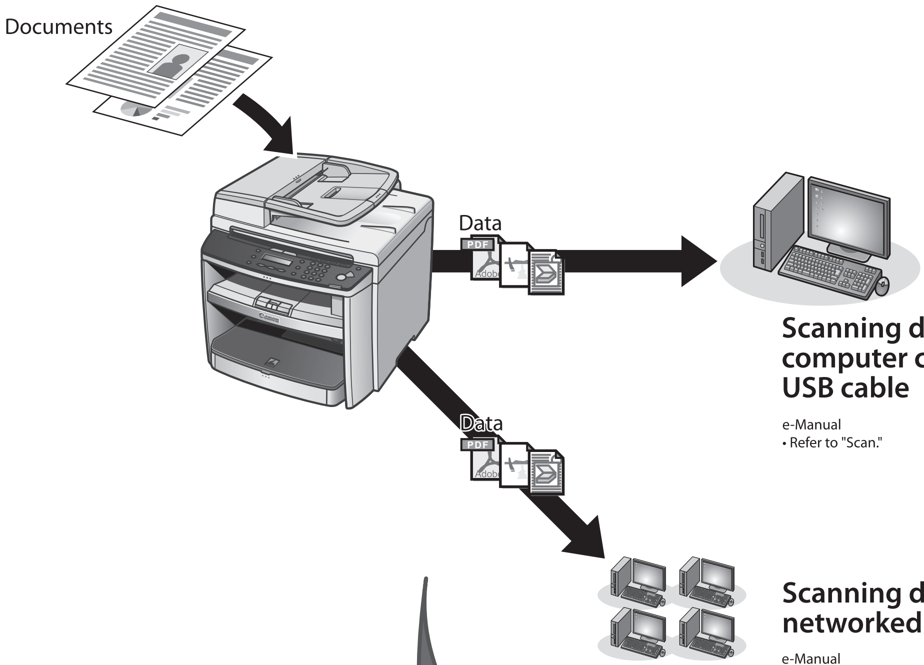
Chapter 5

This chapter describes how to use scanner functions.

Overview of Scanner Functions

You can retrieve documents scanned with this machine to your computer connected with a USB cable. You can also scan documents over the network.

* D440/D420 are not supported for scanning documents over the network.



Scanning documents to your computer connected with the USB cable

e-Manual
• Refer to "Scan."

Scanning documents from a networked computer

e-Manual
• Refer to "Scan."

Color Network ScanGear

Use the Color Network ScanGear to scan from a networked computer. Settings for the Color Network ScanGear are as follows:

Basic Settings
- Color Mode
- Resolution
- Original Size

Image Processing Settings
- Density
- Option
-- negative/positive Reverse
-- Mirror Image
-- Rotate Image
-- Brightness
-- Contrast
-- Gamma

Introduction to Using Scanner Functions

This section describes the things that you must do before using scanner functions.
Make sure to set the following items first:

For Scanning Documents to a Computer Connected with USB Cable

● USB scanner driver

Install the USB scanner driver for scanning via USB. (See "Set Up Computers and Software," in the Starter Guide or "Setting Up the Machine," in the e-Manual.)

For Scanning Documents from a Networked Computer (D460 Only)

● Network settings

Set the network settings to enable your machine to communicate over the network. (See "Network Settings (D460 Only)," in the e-Manual.)

● Color Network ScanGear

Install the Color Network ScanGear scanner driver for scanning over the network. (See "Set Up Computers and Software," in the Starter Guide or "Setting Up the Machine," in the e-Manual.)

Basic Scanning Operations

This section describes the basic procedures for scanning documents.

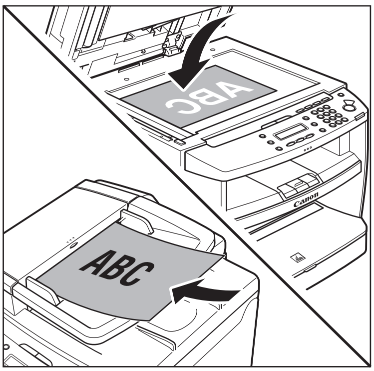
Scanning Documents to a Computer Connected with USB Cable

This section describes the basic procedure for using the operation panel of the machine to scan via USB. Scanned documents are transmitted via USB to your computer.

NOTE

– Your machine must be connected via USB and the USB scanner driver must be loaded to scan.
– For better scanning quality, we recommend that you place documents on the platen glass. If you use the ADF, the scanned image might not be clear.

1 Place documents.



2 Press [SCAN] [SCAN] repeatedly to select <USB SCANNING>.

3 Press [Start].

– If you are asked to select a program to launch, select "MF Toolbox Ver4.9." The scanned document will be processed according to your settings.
– When scanning is complete, a folder with the scanning date will be created in the [My Pictures] folder in the [My Documents] folder, and your document will be saved in this folder. (In Windows Vista/7, the folder will be created in the [Pictures] folder.)

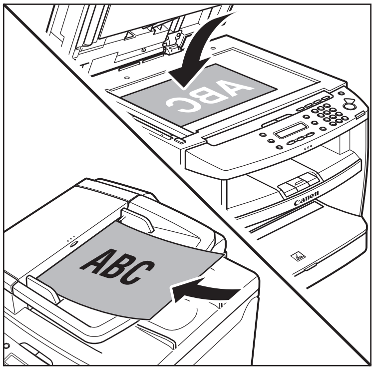
Scanning Documents from a Networked Computer (D460 Only)

This section describes the basic procedure for using Color Network ScanGear to scan over the network. Scanned documents are transmitted over the network to your computer.

NOTE

– If you are using Color Network ScanGear for the first time after installing it, the network scanner to be used must be selected with the ScanGear Tool. For details, see "Scan," in the e-Manual.
– For better scanning quality, we recommend that you place documents on the platen glass. If you use the ADF, the scanned image might not be clear.
– Printing documents from a computer and scanning documents over the network cannot be processed at the same time. If this happens, these documents are handled differently depending on the following:
  - If you print PC documents when the machine is scanning documents, an error may occur. In this case, the machine scans documents first, then starts printing the PC documents when scanning is complete.
  - If you scan documents when the machine is printing PC documents, scanning is canceled. Wait for the PC documents to be printed out, then perform the scanning operation again.

1 Place documents.



2 Press [SCAN] repeatedly to select <NETWORK SCANNING>.

3 Start Color Network ScanGear from the application on your computer.

For details, see "Scan," in the e-Manual.

4 Make scan settings on the [Main], [Options], and [Scanner Info] sheets.

For details about the settings in each sheet, refer to the Online Help for that sheet.

5 Click [Scan].

Color Network ScanGear Main Window closes and the scanned image is transferred to the application. During scanning, a scanning progress dialog box is displayed. To interrupt scanning, click [Cancel].

Canceling Scan Jobs to a Computer Connected with USB Cable

Follow the procedure below to cancel an ongoing scan job via USB.

1 Press [Stop/Reset].

2 Click [OK] on the computer screen.

Network (D460 Only)

Chapter 6

This chapter describes what the network is, what you can do with the network, and what you have to do to use the machine with the network.

Flowchart for Setting Up Network

Follow the procedures in the flowchart below to set up each network function.

What to use

To print or scan over the network from your computer

↓

Required settings

Setting IP addresses

Starter Guide
- Refer to "Specify the IP Address Settings," in "Set Up Network Connection (D460 Only)."

e-Manual
- Refer to "Setting and Checking the IP Address," in "Network Settings."

↓

Install the driver using the network connection

Starter Guide
- Refer to "Network Connection (D460 Only)," in "Set Up Computers and Software."

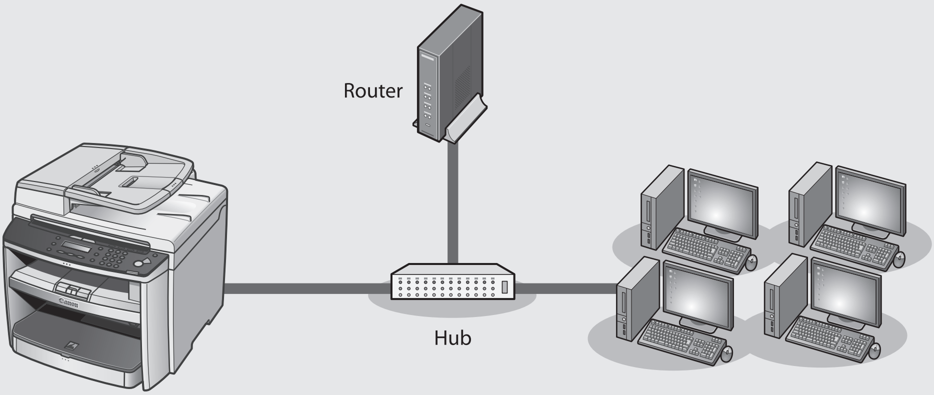
e-Manual
- Refer to "Set Up Computers and Software," in "Setting Up the Machine."

What is the Network?

In the computer field, a network is a system of interconnected computers that communicate with each other. This machine uses LAN. LAN is the abbreviation for "Local Area Network" and means a network within a limited area (in an office, for example).

Sample network configuration for this product

LAN



Available functions:

- Scanning documents from a networked computer
- Remote UI
- Networked printer

Overview of Network Functions

This section describes actions you can perform using the network function.

Network Scan

You can edit scanned images over the network.

e-Manual
• Refer to "Scan."

Network Print

You can print over the network.

e-Manual
• Refer to "Print."

Remote UI

You can register and make settings for this product's functions over the network from your computer.

e-Manual
• Refer to "Settings from a PC"

Settings from a PC (D460 Only)

Chapter 7

This chapter describes how to use Remote UI functions.

Overview of Remote UI

The Remote UI enables you to check the machine's status and manage the machine's functions from a Computer on the network using a web browser. Using the computer keyboard, the management process, such as entering addresses to the address book will be easier.



Editing :
- Machine settings

Confirming :
- Device information
- Job information (log)

e-Manual
- Refer to "Settings from a PC."

By using Remote UI, you can set and confirm following functions.

Checking Device Information from a Computer

The Remote UI enables you to check the device information, such as device status, paper status, error information, device feature, network settings and counter information. Accessing to the device information from a distant place provides you with easy device management.

For details, see "Checking Device Status and Information" in the e-Manual.

Managing Jobs From a Computer

The Remote UI enables you to manage print jobs being processed by the machine, or held in the print queue. Accessing to the print job information from a distant place provides you with easy job management.

For details, see "Job Management" in the e-Manual.

Setting/Registering From a Computer

The Remote UI enables you to specify the machine's system settings, import and export function, and custom settings.

For details, see "Customizing System Settings" in the e-Manual.

Starting the Remote UI

To start the Remote UI, follow the procedure described below.

NOTE

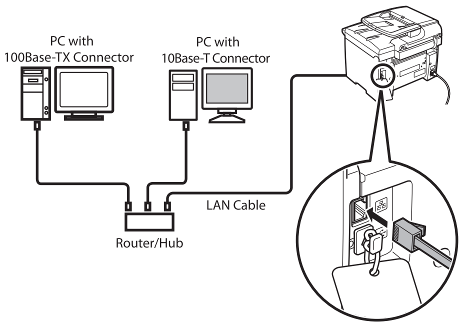
Before you start the Remote UI, perform the following:

– Select <VIEW IP ADDRESS> in <NETWORK SETTINGS> located in the <SYSTEM SETTINGS>, and verify the IP address of the machine. If you do not know the IP address, consult with your network administrator. (See "Confirming IPv4 Address Settings and Checking IPv4 Connection," or "Confirming IPv6 Address Settings," in "Network Settings (D460 Only)," in the e-Manual.)

– Set <USE HTTP> to <ON> in <SYSTEM SETTINGS>. (See "Setting the Use of HTTP," in "Network Settings (D460 Only)," in the e-Manual.)

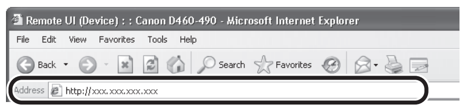
1 Prepare the Network.

Set up the machine for use in a network, then connect the machine and the computer to your network router or a hub.
For details, see "Set Up Network Connection (D460 Only)," in the Starter Guide, or "Set Up Network Connection (D460 Only)," in "Setting Up the Machine," in the e-Manual.



2 Start the web browser.

3 Enter the IP address of the machine in [Address] or [Location], then press [Enter] on the keyboard.



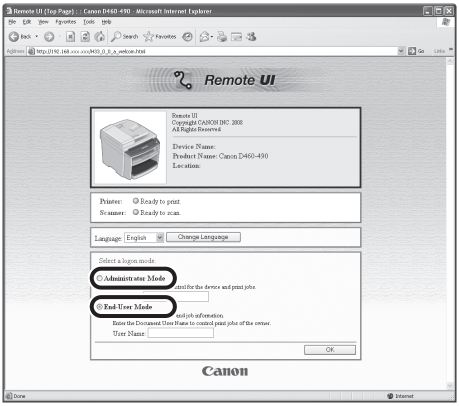
For details on how to check the IP address, see "Confirming IPv4 Address Settings and Checking IPv4 Connection," or "Confirming IPv6 Address Settings," in "Network Settings (D460 Only)," in the e-Manual.
The Remote UI screen appears.

4 Enter the required data.

The required data differ depending on the authentication mode you are using.

■ For default settings:

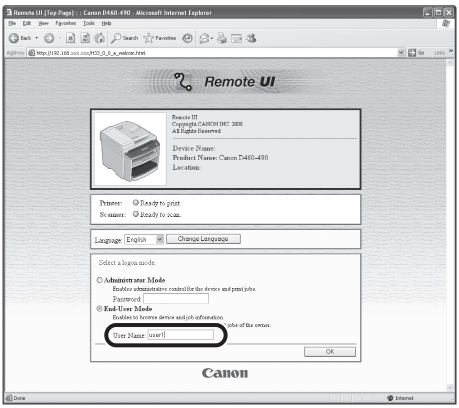
① Select [Administrator Mode] or [End-User Mode].



NOTE

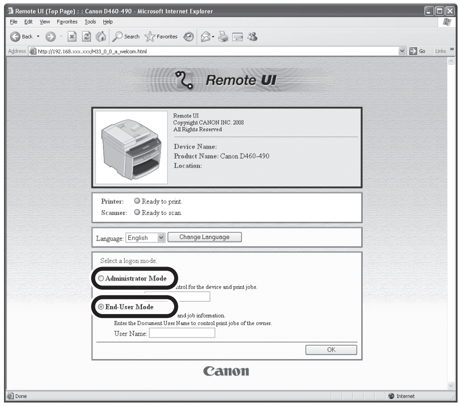
If you want to change various settings, select [Administrator Mode]. Selecting [End-User Mode], you cannot change the settings.

② In case of End-User Mode, enter the User Name.



■ In case that system manager password is set:

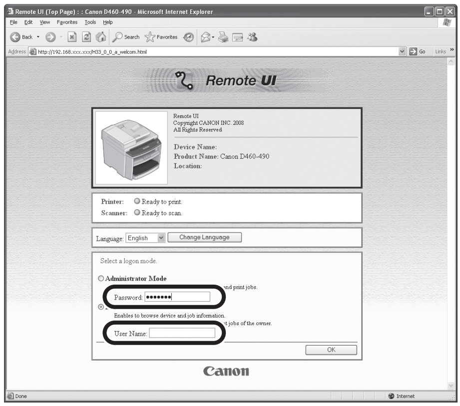
① Select [Administrator Mode] or [End-User Mode].



NOTE

If you want to change various settings, select [Administrator Mode]. Selecting [End-User Mode], you cannot change the settings.

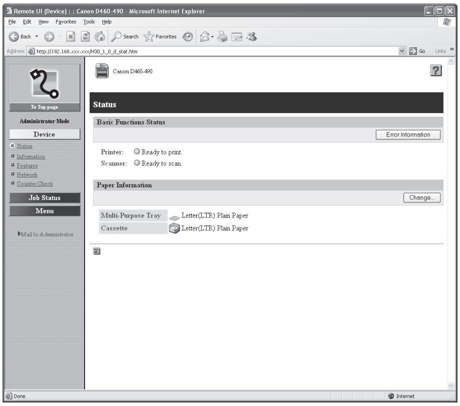
② Enter the System Manager password or user name.



5 Click [OK].

6 Operate the Machine.

Now you can manage the machine on the web browser.
For details, see "Settings from a PC," in the e-Manual.



Maintenance

Chapter 8

This chapter describes how to perform routine cleaning operations, and replace toner cartridge.

Cleaning the Machine

Note the following before cleaning your machine:

- **Make sure no documents are stored in memory, then turn OFF the main power switch and disconnect the power cord.**
- **Use a soft cloth to avoid scratching the components.**
- **Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.**

CAUTION

Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine. These can damage the machine components.

NOTE

When you turn OFF the main power switch, the data stored in memory will be retained for approximately 5 minutes. To check the jobs stored in memory, see "Checking and Canceling Print Jobs," on p. 4-11.

Exterior

Clean the exterior of the machine.

1 Turn OFF the main power switch and disconnect the power cord.

2 Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.

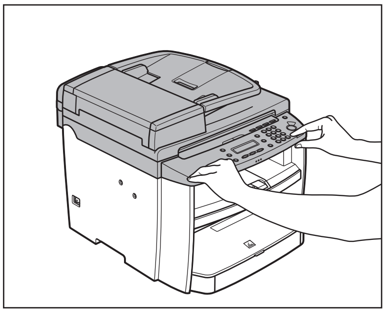
3 Wait for the machine to dry, then reconnect the power cord and turn ON the main power switch.

Interior

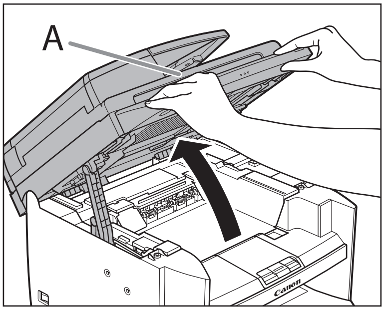
Clean the machine's print area periodically to prevent toner powder and paper dust from accumulating inside.

1 Turn OFF the main power switch and disconnect the power cord.

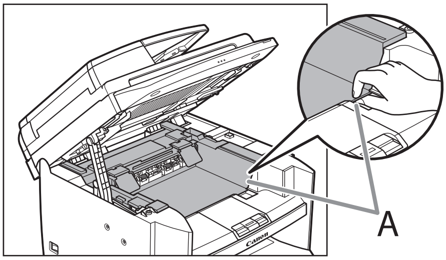
2 Hold the front side of the operation panel with your hands.



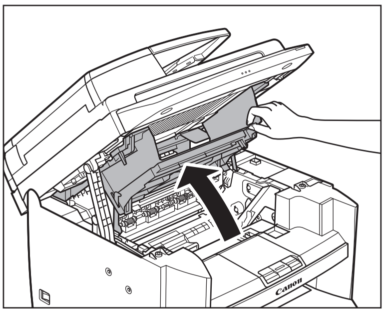
3 Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



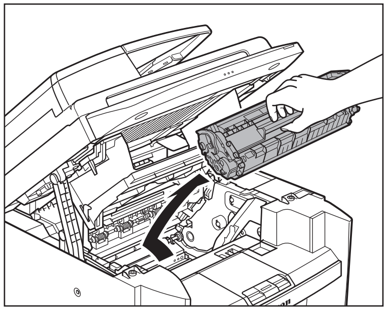
4 Hold the grip (A) on the right front side of the toner cover.



5 Open the toner cover.

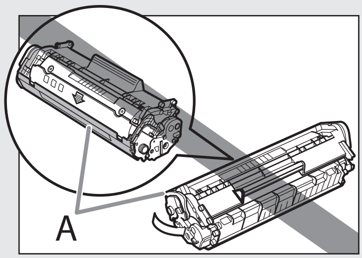


6 Remove the toner cartridge.



CAUTION

- Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter (A) on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



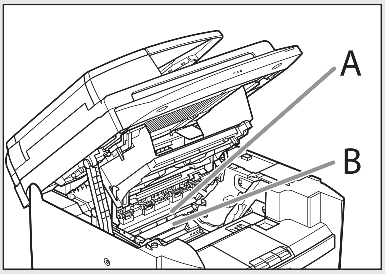
NOTE

Always hold the toner cartridge by its handle.

7 Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the machine's interior.

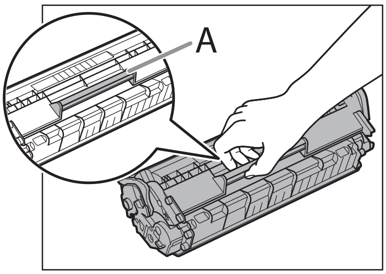
NOTE

- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.

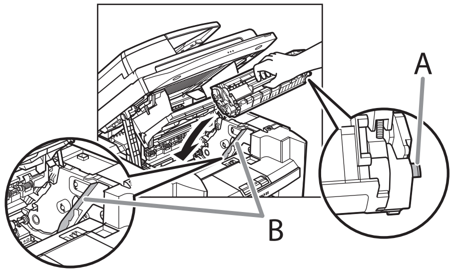


- If your hands or clothes get dirty from touching the toner, wash them immediately in cold water. Do not use hot water. If you do, the toner may be set permanently.

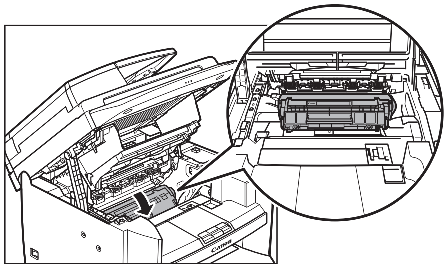
8 Hold the toner cartridge by its handle (A).



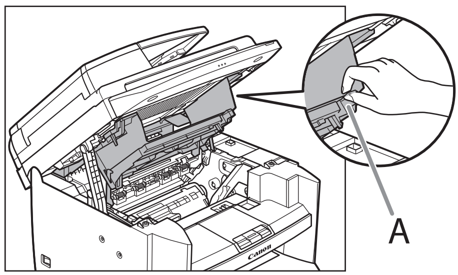
9 Insert the toner cartridge so that the protrusion (A) on the right side of the toner cartridge fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



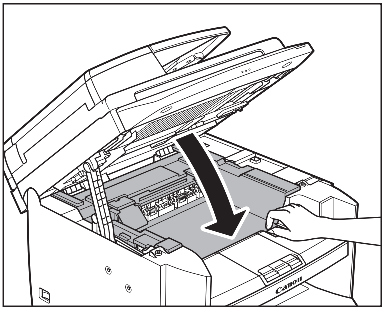
10 Push the toner cartridge to make sure it is properly set in the machine.



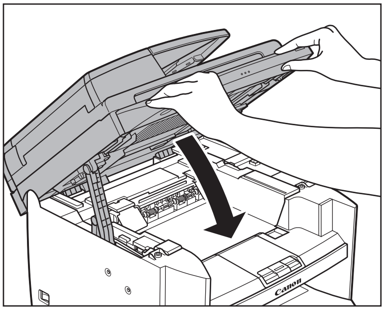
11 Hold the grip (A) on the right front side of the toner cover.



12 Close the toner cover.



13 Lower the scanning platform.



NOTE

– Be careful not to get your fingers caught.
– If you cannot close the toner cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

14 Reconnect the power cord and turn ON the main power switch.

Fuser Roller

If black streaks appear with printing, the fuser roller in the main unit may be dirty. Should this occur, clean the fuser roller in the following procedure. The roller should also be cleaned each time the toner cartridge is replaced. Load a sheet of blank LTR paper into the multi-purpose tray and start cleaning.

NOTE

– Use standard paper as the cleaning paper.
– Cleaning the roller takes approximately 130 seconds.
– When some jobs are stored in memory, this function is not available.

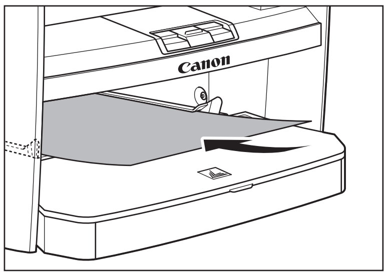
1 Press [Menu].

2 Press [◄–] or [+►] to select <ADJUST./CLEANING>, then press [OK].

```
MENU
5   ADJUST./CLEANING
```

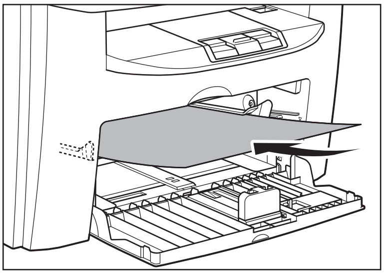
3 Load a sheet of blank LTR paper in the multi-purpose tray.

■ For D460



Maintenance

■ For D440/420



4 Press [◄−] or [+►] to select <FIX. UNIT CLEANING>, then press [OK].

```
ADJUST./CLEANING
1  FIX.UNIT CLEANING
```

Cleaning starts.

> **NOTE**
> Throw away the cleaning paper after use.

Scanning Area

Keep the scanning area clean to avoid dirty copies.

CAUTION

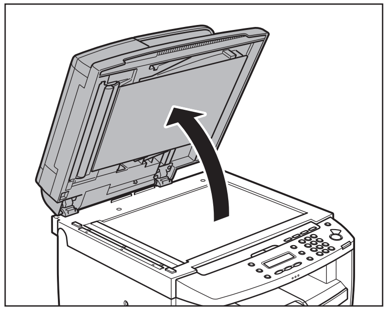
When cleaning the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.

Platen Glass

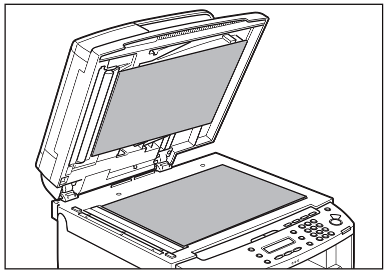
Clean the platen glass and the underside of the ADF by following the procedure below.

1 Turn OFF the main power switch and disconnect the power cord.

2 Open the ADF.

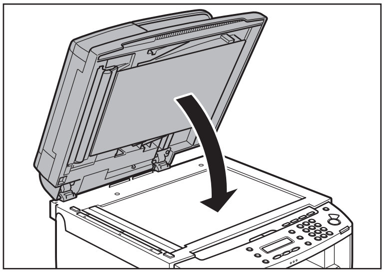


3 Clean the platen glass and the underside of the ADF with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



> **CAUTION**
> Do not dampen the cloth too much, as this may tear the document or damage the machine.

4 Close the ADF.



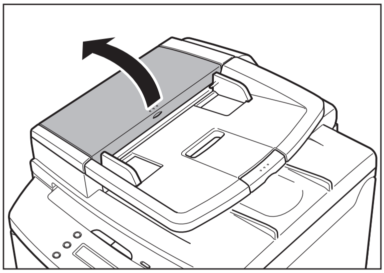
CAUTION
Be careful not to get your fingers caught.

ADF (For D460)

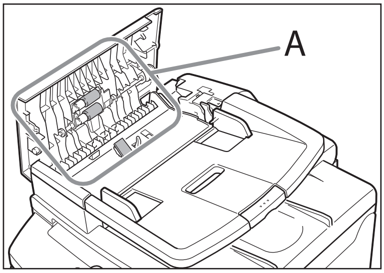
If your documents have black streaks or appear dirty after copying them using the ADF, this may be caused by pencil lead rubbing off the documents and onto the roller. Clean the ADF scanning area and roller.

1 Turn OFF the main power switch and disconnect the power cord.

2 Open the ADF cover.

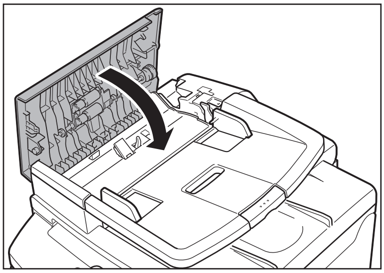


3 Clean the rollers (A) inside the ADF with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



CAUTION
Do not dampen the cloth too much, as this may tear the document or damage the machine.

4 Close the ADF cover.



CAUTION
Be careful not to get your fingers caught.

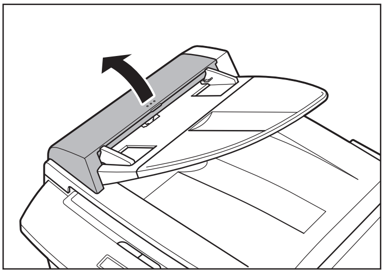
5 Reconnect the power cord and turn ON the main power switch.

ADF (For D440)

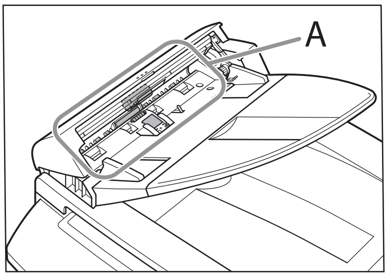
If your documents have black streaks or appear dirty after copying them using the ADF, this may be caused by pencil lead rubbing off the documents and onto the roller. Clean the ADF scanning area and roller.

1 Turn OFF the main power switch and disconnect the power cord.

2 Open the ADF cover.



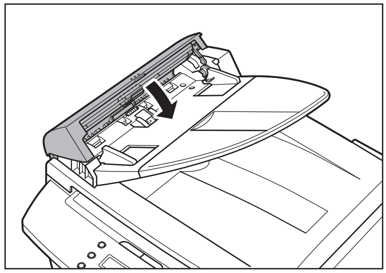
3 Clean the rollers (A) inside the ADF with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



CAUTION

Do not dampen the cloth too much, as this may tear the document or damage the machine.

4 Close the ADF cover.



CAUTION

Be careful not to get your fingers caught.

5 Reconnect the power cord and turn ON the main power switch.

Replacing the Toner Cartridge

This section describes how to replace or handle the toner cartridges and precautions on storing them.

When a Message Appears

Toner cartridges are consumable products. If the toner is running low or out during printing, a message appears in the display.

Message	When it is Displayed	Contents and Remedies
TONER LOW PREPARE NEW TONER	The toner is running low.	– Distribute toner in the toner cartridge. (See "Redistributing Toner," on p. 8-10.) – It is recommended that you replace the toner cartridge before printing a large amount of data. (See "Replacing the Toner Cartridge with a New One," on p. 8-12.)
OUT OF TONER CHANGE TONER	The toner is running out.	– Distribute toner in the toner cartridge. – If the message persists, replace the toner cartridge. (See "Replacing the Toner Cartridge with a New One," on p. 8-12.)

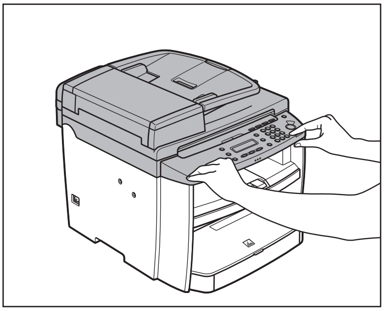
Redistributing Toner

When the toner is running low, the message <TONER LOW/PREPARE NEW TONER> appears on the display, redistribute toner in the toner cartridge. We recommend that you prepare a new toner cartridge for future replacement with ease.

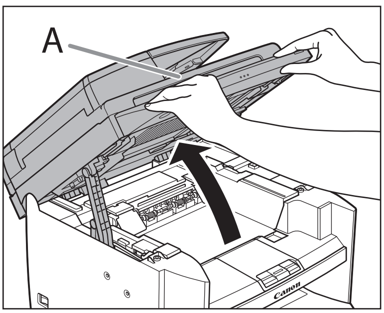
CAUTION

Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.

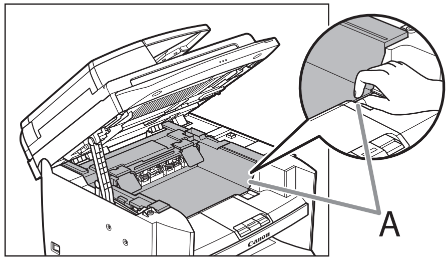
1 Hold the front side of the operation panel with your hands.



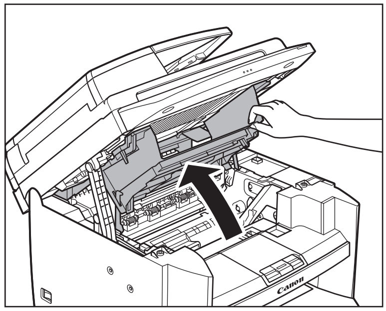
2 Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



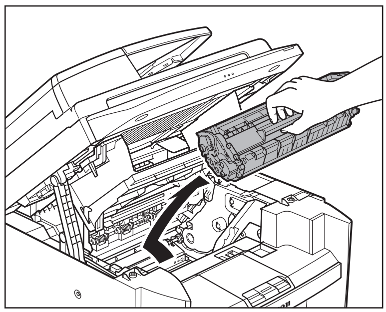
3 Hold the grip (A) on the right front side of the toner cover.



4 Open the toner cover.



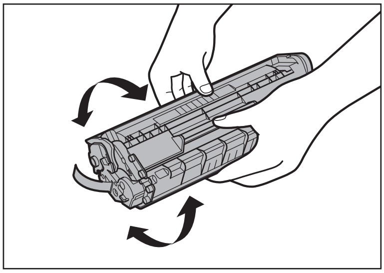
5 Remove the toner cartridge.



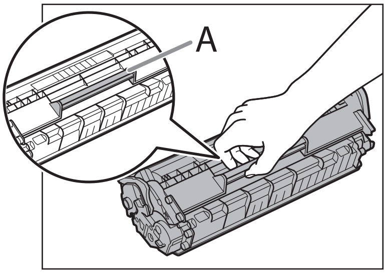
CAUTION

Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.

6 Gently rock the toner cartridge several times to evenly distribute toner inside.

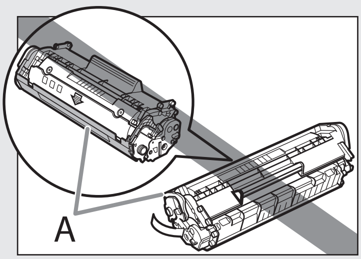


7 Hold the toner cartridge by its handle (A).



CAUTION

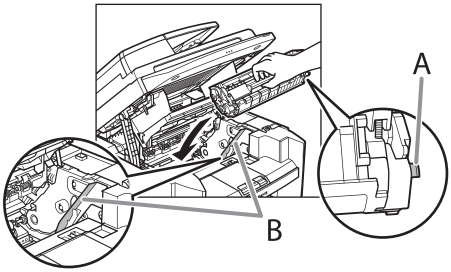
Do not open the drum protective shutter (A) on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



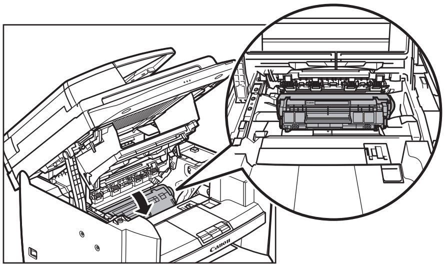
NOTE

Always hold the toner cartridge by its handle.

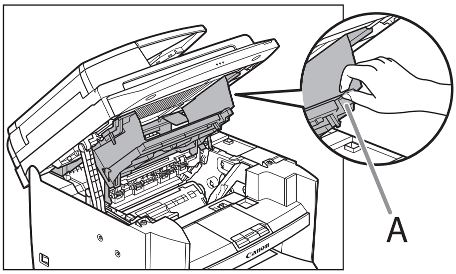
8 Insert the toner cartridge so that the protrusion (A) on the right side of the toner cartridge fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



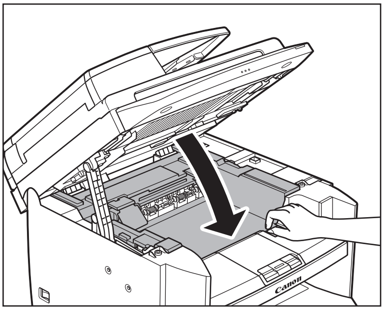
9 Push the toner cartridge to make sure it is properly set in the machine.



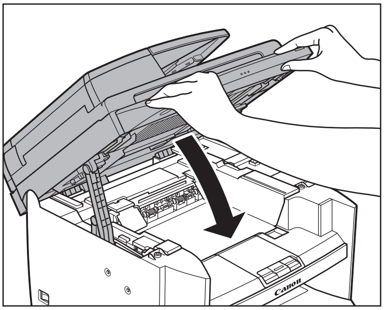
10 Hold the grip (A) on the right front side of the toner cover.



11 Close the toner cover.



12 Lower the scanning platform.



CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the toner cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

Replacing the Toner Cartridge with a New One

When the message <OUT OF TONER /CHANGE TONER> appears, replace the toner cartridge with a new one.

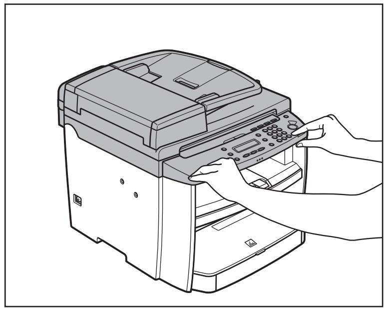
CAUTION

Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.

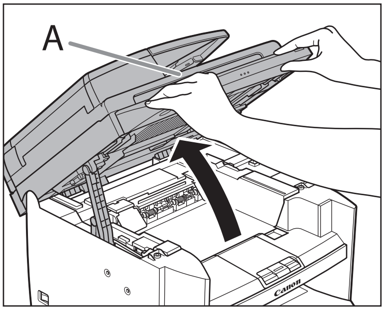
NOTE

If the toner gauge indicates that the toner is empty, replace the toner cartridge. (See "Checking the Toner Level," on p. 1-12.)

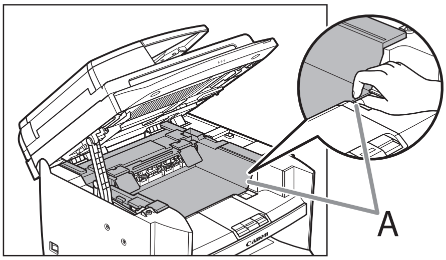
1 Hold the front side of the operation panel with your hands.



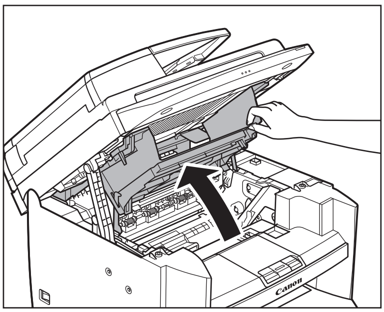
2 Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



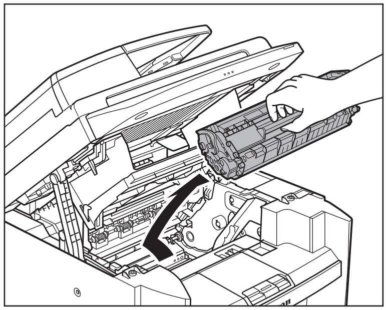
3 Hold the grip (A) on the right front side of the toner cover.



4 Open the toner cover.



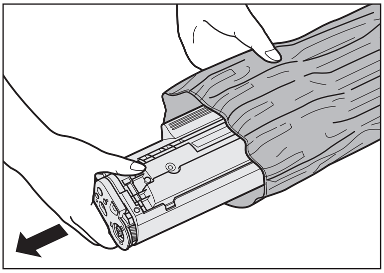
5 Remove the toner cartridge.



CAUTION

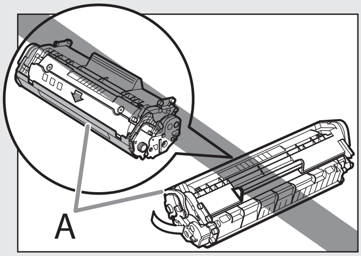
Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.

6 Take out the new toner cartridge from the protective bag.



CAUTION

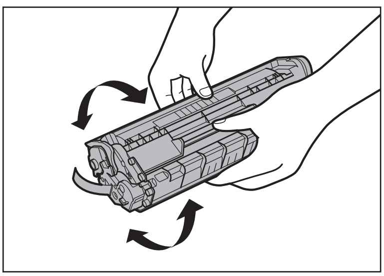
Do not open the drum protective shutter (A). Print quality may deteriorate if the drum surface is exposed to light or is damaged.



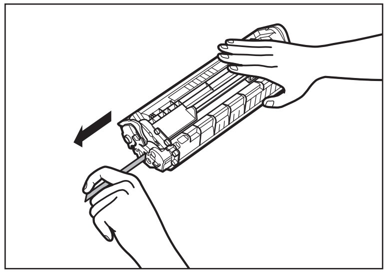
NOTE

Save the protective bag. You may need it later when you remove the toner cartridge from the machine.

7 Gently rock the toner cartridge several times to evenly distribute toner inside.



8 Place the toner cartridge on a flat surface and pull the seal completely out.

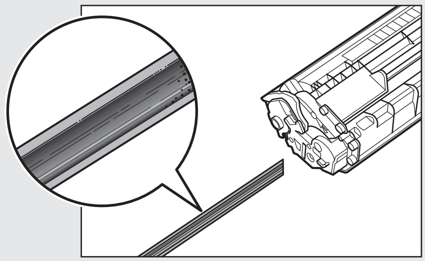


NOTE

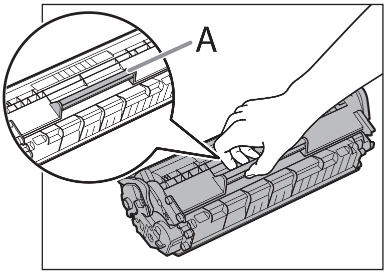
Do not pull the seal out at an angle.

CAUTION

- If toner is adhered on the removed seal, be careful that your hands or clothes do not get dirty from touching the toner.
- If your hands or clothes get dirty from touching the toner, wash them immediately in cold water. Do not use hot water. If you do, the toner may be set permanently.

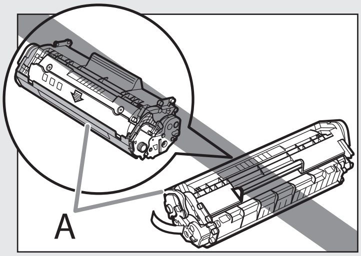


9 Hold the toner cartridge by its handle (A).



CAUTION

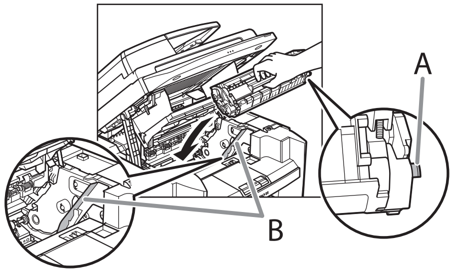
Do not open the drum protective shutter (A) on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



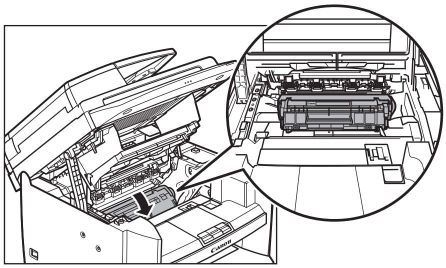
NOTE

Always hold the toner cartridge by its handle.

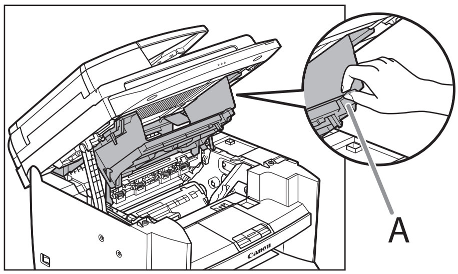
10 Insert the toner cartridge so that the protrusion (A) on the right side of the toner cartridge fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



11 Push the toner cartridge to make sure it is properly set in the machine.

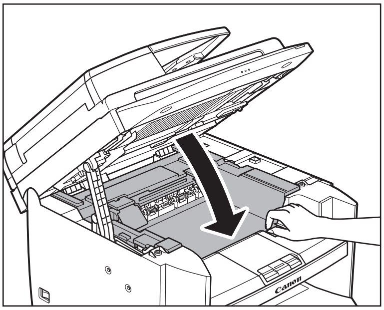


12 Hold the grip (A) on the right front side of the toner cover.

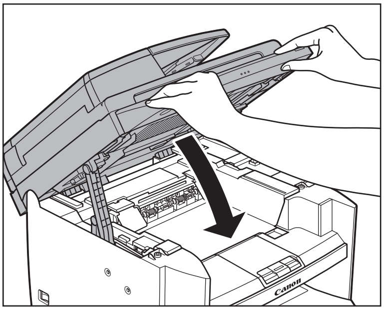


Maintenance

13 Close the toner cover.



14 Lower the scanning platform.



CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the toner cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

Recycling Used Cartridges

Canon has instituted a worldwide recycling program for cartridges called "The Clean Earth Campaign". This program preserves precious natural resources by utilizing a variety of materials found in the used cartridges that are of no further use, to remanufacture new cartridges which, at the same time, keeps the environment cleaner by reducing landfill waste. Complete details concerning this program are enclosed in each Cartridge box.

The Clean Earth Campaign - The Canon Cartridge Return Program

The Canon Cartridge Return Program fulfills the first initiative of Canon's Clean Earth Campaign, which supports four critical environmental areas:

- Recycling in the Workplace
- Conserving Environmental Resources
- Scientific Research and Education
- Encouraging Appreciation of the Outdoors

"Clean Earth" initiatives supported by Canon in the U.S. include Eyes on Yellowstone, Canon Envirothon, NATURE Series on PBS and The Canon Clean Earth Crew. Initiatives supported in Canada include Canon Envirothon and World Wildlife Fund - Canada.

Since its inception, The Canon Cartridge Return Program has collected millions of cartridges that otherwise would have been discarded into landfills or similar facilities. Instead, this rapidly growing program recovers used cartridges and separates them into components which are then put to various industrial uses.

Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents.

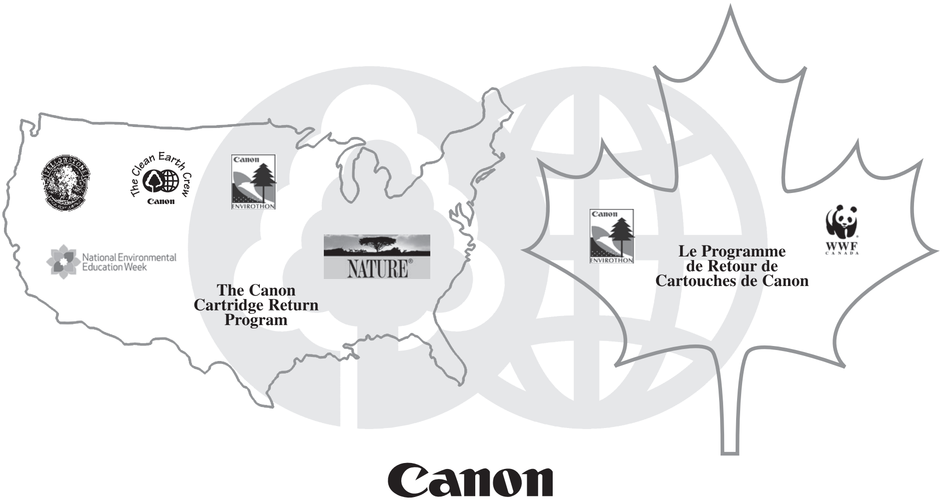
We appreciate your support of The Canon Cartridge Return Program.

Working together we can make a significant contribution to a cleaner planet.

- Cartridges collected through this program are not refilled.
- This program may be modified or discontinued without notice.

The Clean Earth Campaign

Supporting Environmental Initiatives With



U.S.A. PROGRAM

Packaging

One Box Return

To receive your free eight cartridge collection box:

Call **1-800-OK-CANON**

or

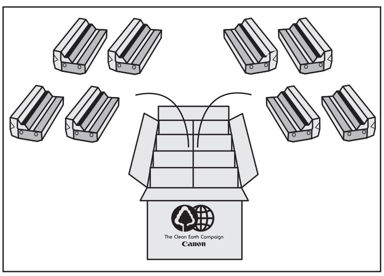
Visit **www.usa.canon.com/cleanearth/return**

OR

Place as many cartridges as possible into one box. Carefully seal the box with tape;

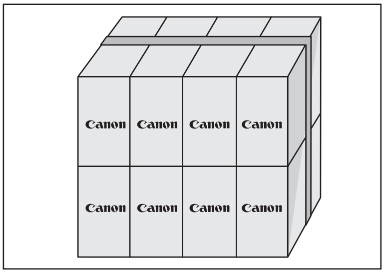
OR

Place an empty toner cartridge in the box that contained your new toner cartridge.



■Bundled Return

Bundle multiple cartridge boxes together securely with tape.



Please be sure that the shipment does not exceed UPS specifications (See Below).

Maximum weight = 70 pounds Maximum length = 108 inches

Maximum girth (length + 2 x width + 2 x height) = 130 inches

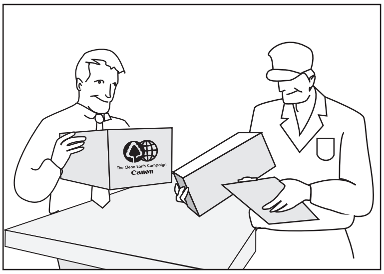
> Please Note:
> **Do not send** defective cartridges for replacement.
> Defective cartridges under warranty should be exchanged by an authorized dealer or service facility as provided in the warranty.

Shipping

Make sure the UPS A.R.S. label is applied.

■UPS Pick-up

Give the shipment to your UPS driver when you receive your next regular delivery.



Call 1-800-PICK-UPS for Drop-Off options in your area.

By using either of the above methods of shipment, your used cartridge(s) will be forwarded to the Canon Cartridge Collection Center at no charge to you.

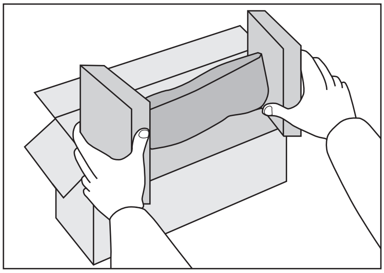
Residents of Alaska and Hawaii: Do not use UPS authorized return label.
Alternative return service with the U.S. Postal Service is available by calling
1-800-OK-CANON or visit **www.usa.canon.com/cleanearth/return**

For further information about the Clean Earth Campaign in the United States,
please call: **1-800-OK-CANON** or visit **www.usa.canon.com/cleanearth**

Canadian Program – Programme au Canada

■Single Box Return

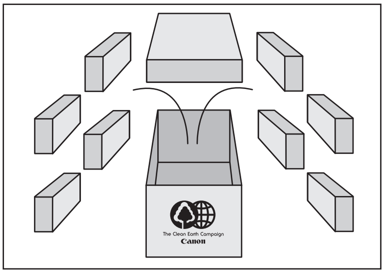
- Repackage the empty toner cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty toner cartridge in the box from your new toner cartridge. Seal the box.
- Apply the Canon Canada Inc./ Canada Post label provided in this brochure. Canon's labels are specially marked so that Canon pays the postage.
- Deposit your empty toner cartridge in any full size street mailbox or take it to your local Canada Post outlet or franchise.

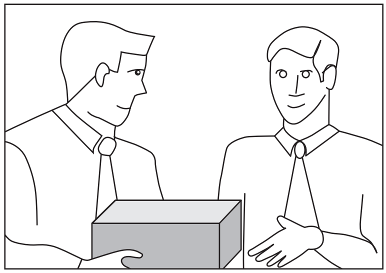


■Volume Box Return (Maximum 8 Cartridges)

We encourage you to use this option as a more efficient way to ship cartridges.

- Please tape your eight cartridges together and place them in a box.
- Apply the Canon Canada Inc. / Canada Post label provided in this brochure. Canon's labels are specially marked so that Canon pays the postage.
- Deliver to any local Canada Post outlet or franchise. Customers who hold a Commercial pick-up agreement with Canada Post may have their collection box picked up.





Working to protect the environment is a long-standing Canon interest. To this end, for every cartridge collected, Canon Canada donates funds to World Wildlife Fund - Canada and the Canon Envirothon.

For further information about The Clean Earth Campaign in Canada, please write to Canon.

Canon Canada Inc.
Corporate Customer Relations
6390 Dixie Road
Mississauga, ON L5T 1P7

Transporting the Machine

This section describes the required procedures before transporting the machine.

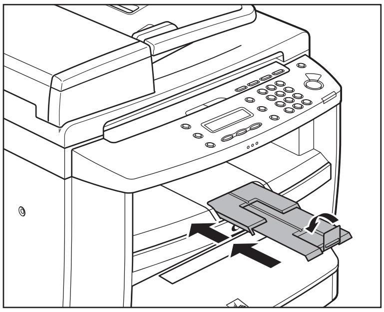
D460

Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

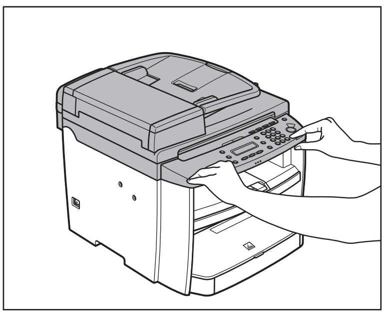
1 Turn OFF the main power switch.

2 Disconnect the power cord and all the cables from the back of the machine.

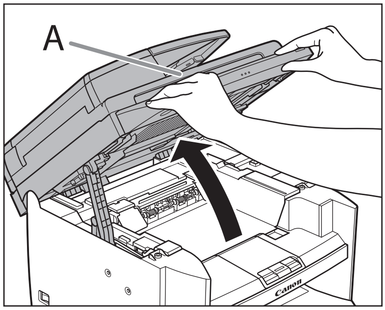
3 If you are using the output tray extension, fold the paper stopper, and then push the output tray extension into the machine.



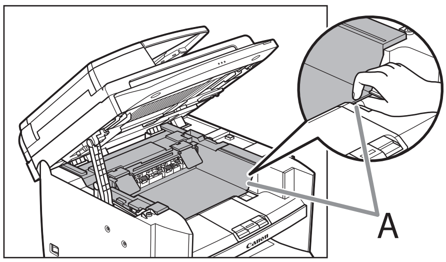
4 Hold the front side of the operation panel with your hands.



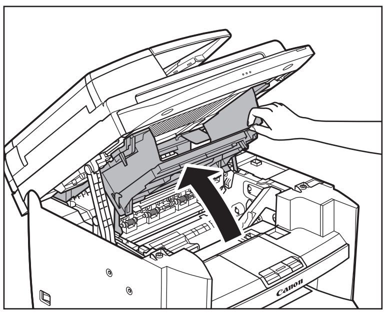
5 Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



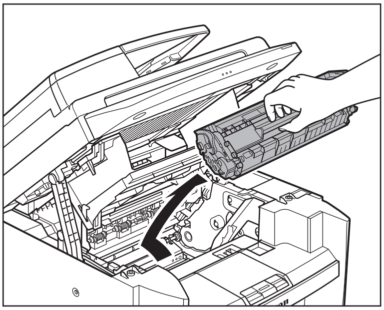
6 Hold the grip (A) on the right front side of the toner cover.



7 Open the toner cover.

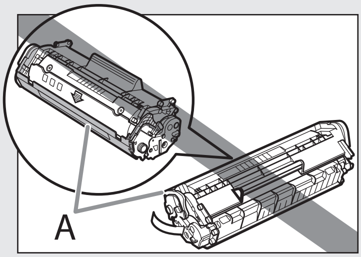


8 Remove the toner cartridge.



CAUTION

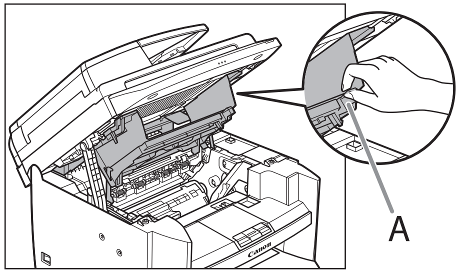
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter (A) on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



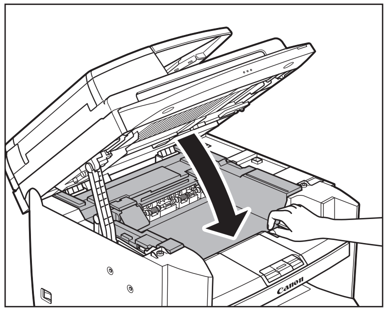
NOTE

Always hold the toner cartridge by its handle.

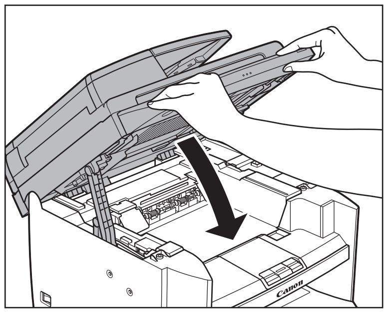
9 Hold the grip (A) on the right front side of the toner cover.



10 Close the toner cover.



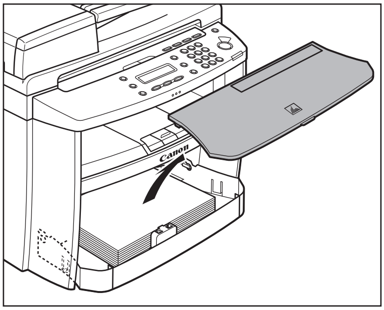
11 Lower the scanning platform.



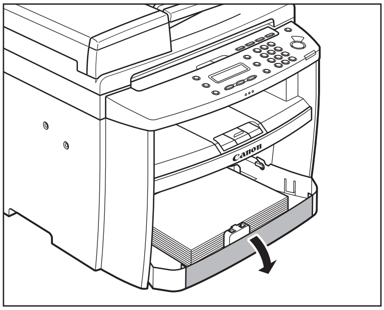
CAUTION

Be careful not to get your fingers caught.

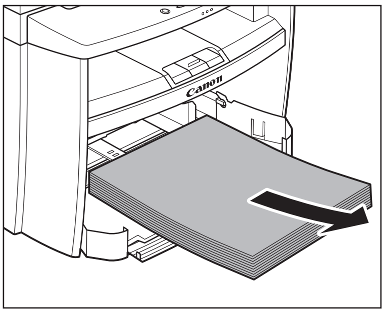
12 Remove the dust cover from the paper cassette.



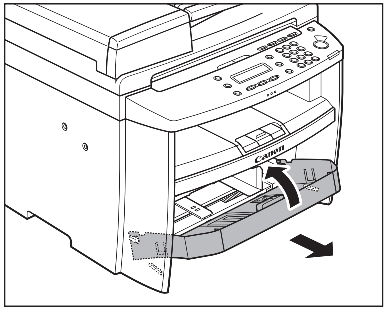
13 Open the front panel of the paper cassette.



14 Remove the paper from the paper cassette.

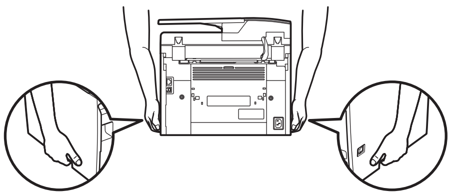


15 Remove the paper cassette by lifting up the front-end of the paper cassette and pulling it forward.



16 Make sure all the covers are closed.

17 Grip the handles on both sides of the machine and lift it carefully, as shown in the illustration below.



CAUTION

- Do not lift the machine by any of its attachments. Dropping the machine can cause personal injury.
- If you have a back problem, make sure to check the weight of this machine before carrying. (See "Specifications," on p. 11-2.)

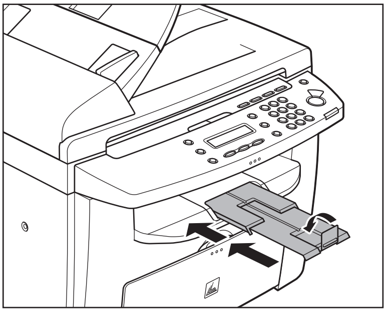
For D440/D420

Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

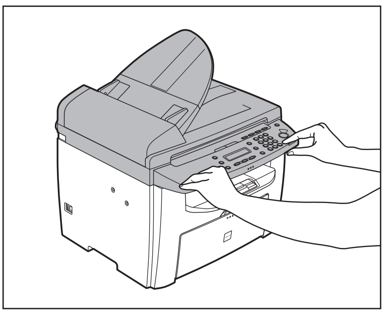
1 Turn OFF the main power switch.

2 Disconnect the power cord and all the cables from the back of the machine.

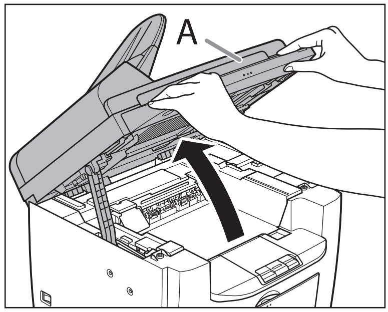
3 If you are using the output tray extension, fold the paper stopper, and then push the output tray extension into the machine.



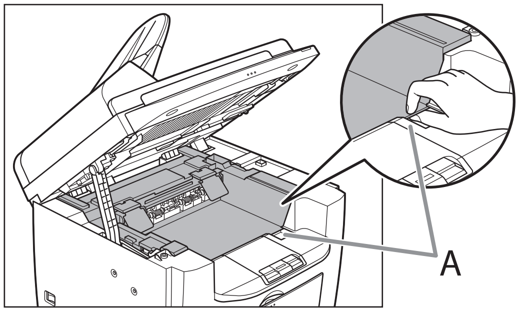
4 Hold the front side of the operation panel with your hands.



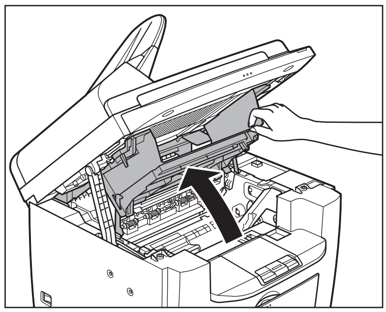
5 Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



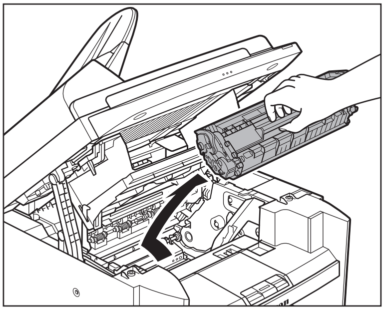
6 Hold the grip (A) on the right front side of the toner cover.



7 Open the toner cover.

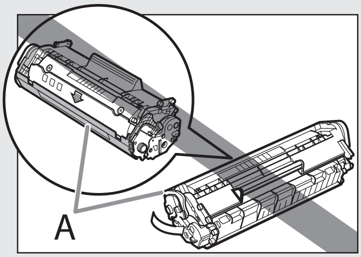


8 Remove the toner cartridge.



CAUTION

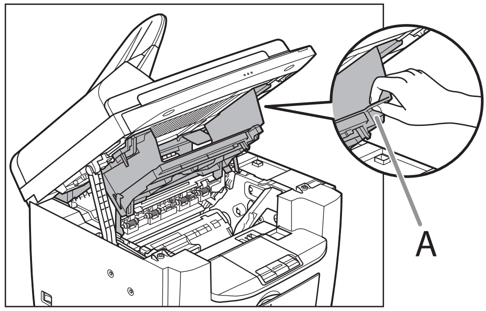
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter (A) on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



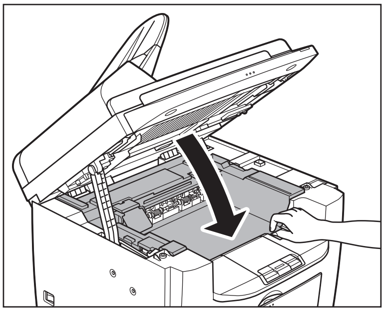
CAUTION

Always hold the toner cartridge by its handle.

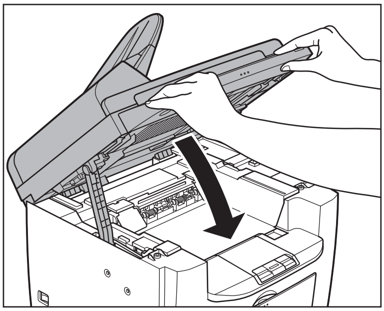
9 Hold the grip (A) on the right front side of the toner cover.



10 Close the toner cover.



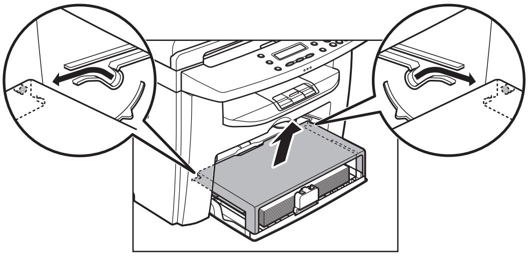
11 Lower the scanning platform.



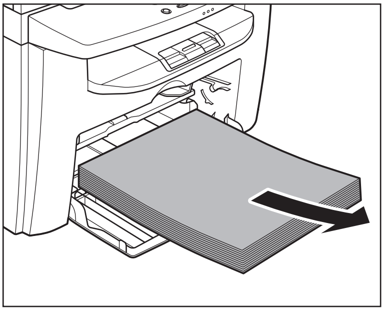
CAUTION

Be careful not to get your fingers caught.

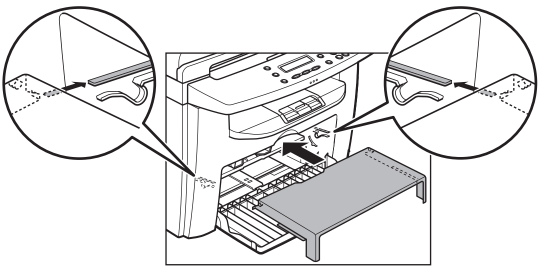
12 Remove the dust cover from the paper feeding tray.



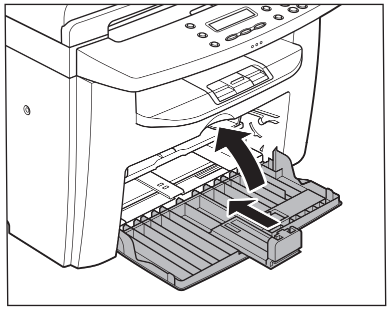
13 Remove the paper from the paper feeding tray.



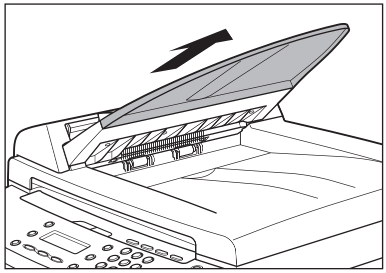
14 Store the dust cover inside the machine.



15 Push the paper guide rail, and then close the paper feeding tray.



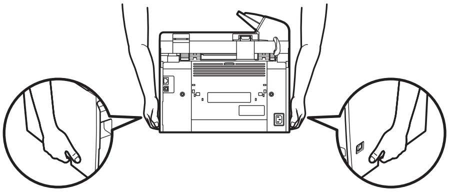
16 Detach the Document feeder tray.



For D420, skip to the next step.

17 Make sure all the covers are closed.

18 Grip the handles on both sides of the machine and lift it carefully, as shown in the illustration below.



CAUTION

- Do not lift the machine by any of its attachments. Dropping the machine can cause personal injury.
- If you have a back problem, make sure to check the weight of this machine before carrying. (See “Specifications,” on p. 11-2.)

Troubleshooting

Chapter 9

This chapter describes how to respond to paper and document jams, as well as to error messages.

Clearing Jams

When <CHECK DOCUMENT>, <PAPER JAM> or <PAPER JAM/OPEN REAR COVER> appears on the display, remove jammed paper from the machine first, then from the paper cassette or multi-purpose tray if necessary. Check the following if you experience repeated paper jams:

- **Fan and tap the paper stack on a flat surface before loading it in the machine.**
- **Check that the paper you are using meets the requirements for use. (See “Paper Requirements,” on p. 2-6.)**
- **Make sure you have removed any scraps of paper from the inside of the machine.**

CAUTION

- When removing jammed documents or paper, take care not to cut your hands on the edges of the document or paper.
- When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- If you tear the paper, remove any torn pieces to avoid further jams.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

NOTE

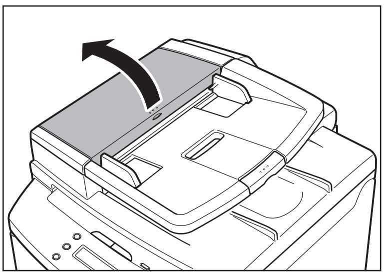
Do not force a jammed document or paper out of the machine. Contact Canon Customer Care Center if needed.

Document Jams

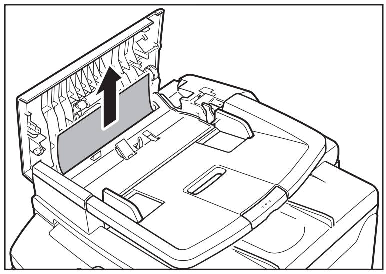
When <CHECK DOCUMENT> appears on the display, remove a jammed document from the ADF.

For D460

1 Open the ADF cover.



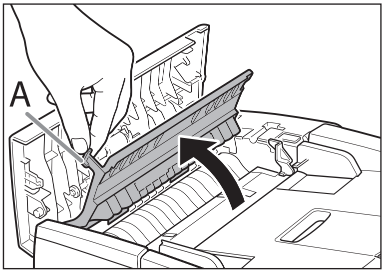
2 Hold both sides of any jammed documents and gently pull them out straight upward.



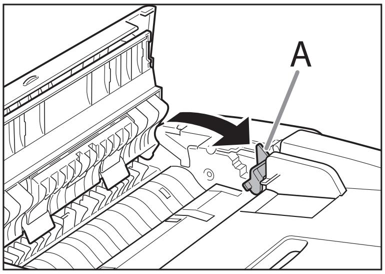
CAUTION

Do not force a jammed document out of the machine. If the jammed document cannot be removed easily, proceed to the next step.

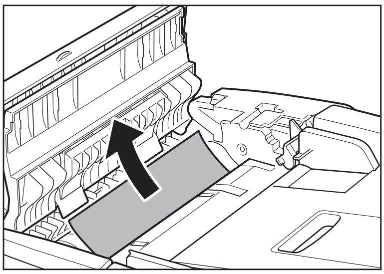
3 Open the inner cover, holding it by its front tab (A).



4 Lift the release lever (A) until it clicks into place.



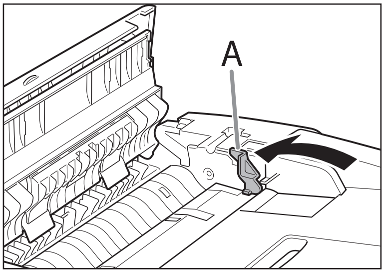
5 Remove the jammed document.



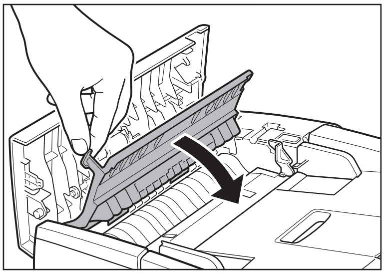
NOTE

Do not force a jammed paper out of the machine as it may tear.

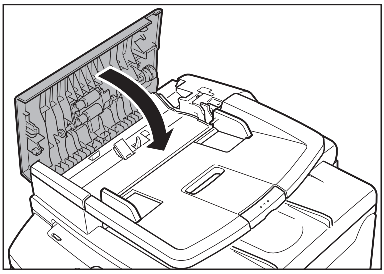
6 Return the release lever (A) to its original position.



7 Close the inner cover.



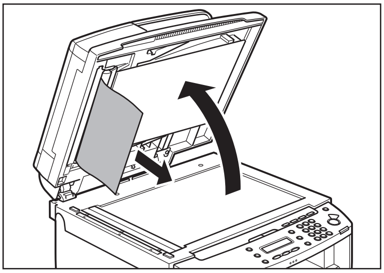
8 Close the ADF cover.



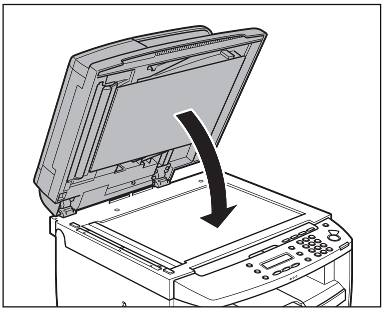
CAUTION

Be careful not to get your fingers caught.

9 Open the ADF and then hold both sides of any jammed documents and gently pull them out.



10 Close the ADF.

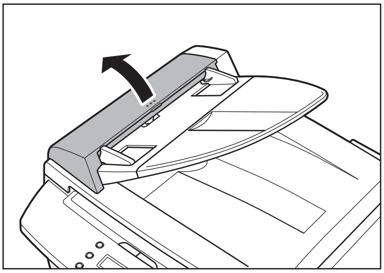


CAUTION

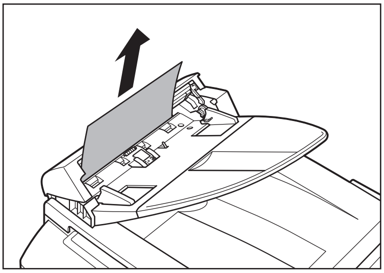
Be careful not to get your fingers caught.

For D440

1 Open the ADF cover.



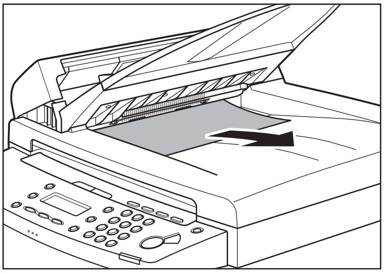
2 Hold both sides of any jammed documents and gently pull them out straight upward.



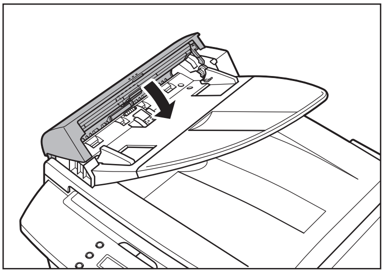
NOTE

Do not pull the document forcefully as it may tear.

3 Hold both sides of any jammed documents and gently pull them out.



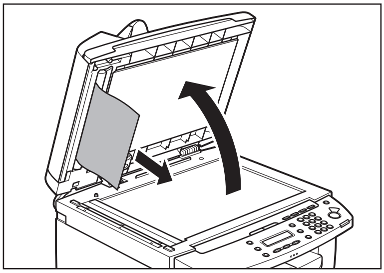
4 Close the ADF cover.



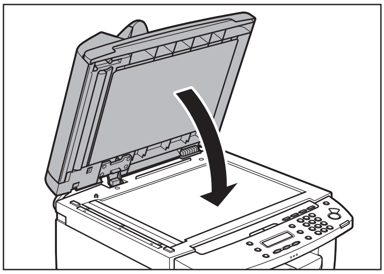
CAUTION

Be careful not to get your fingers caught.

5 Open the ADF and then hold both sides of any jammed documents and gently pull them out.



6 Close the ADF.



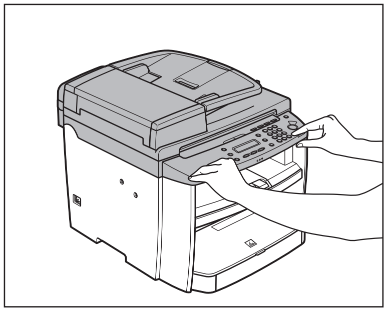
> **CAUTION**
> Be careful not to get your fingers caught.

Paper Jams

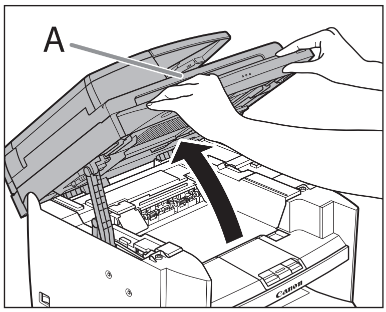
When <PAPER JAM> or <PAPER JAM/OPEN REAR COVER> appears on the display, remove jammed paper from the inside of the machine first, then from the paper cassette or multi-purpose tray if necessary.

For D460

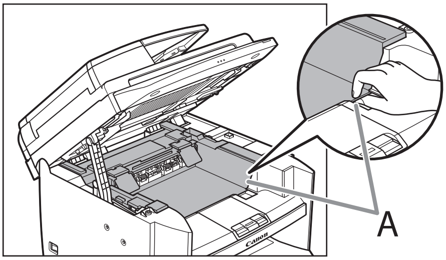
1 Hold the front side of the operation panel with your hands.



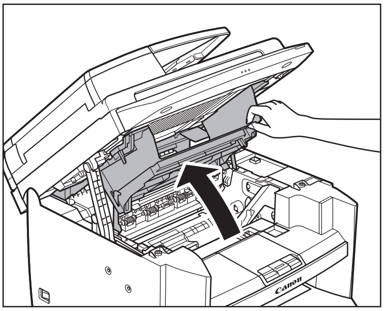
2 Lift the scanning platform (A) until it is locked. (You will hear an audible "click.")



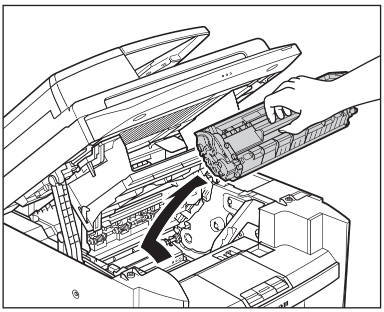
3 Hold the grip (A) on the right front side of the toner cover.



4 Open the toner cover.

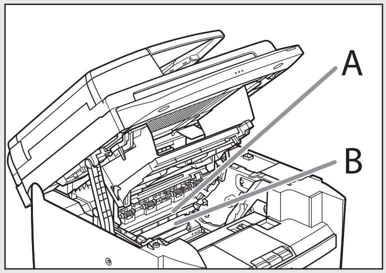


5 Remove the toner cartridge from the machine.



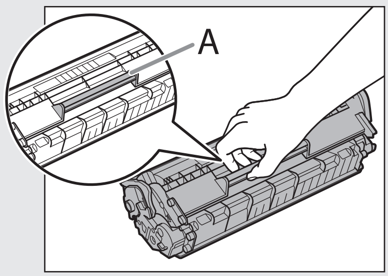
CAUTION

- Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.
- Remove watches and any bracelets or rings when touching the inside of the machine. These items might be damaged if they come into contact with the parts inside of the machine.
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.

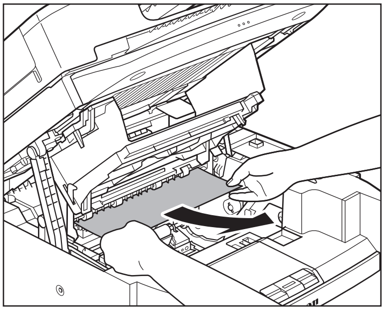


NOTE

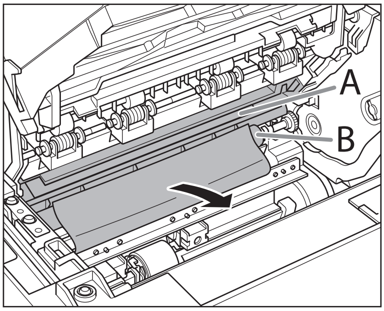
Always hold the toner cartridge by its handle (A).



6 Hold both sides of the jammed paper and gently pull it out.



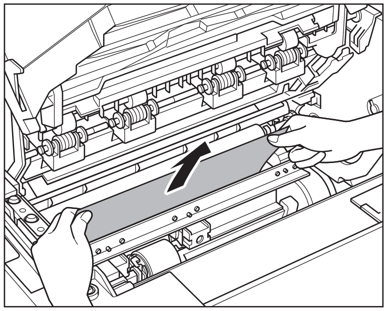
7 Gently pull the jammed paper between the fixing assembly (A) and transfer roller (B) until the leading edge emerges from the machine.



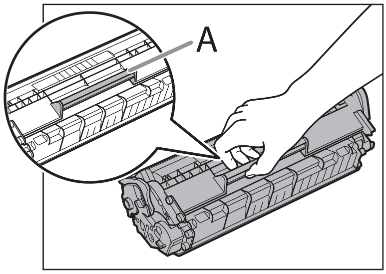
CAUTION

– Do not touch the fixing assembly (A) as it becomes very hot during use.
– Do not touch the transfer roller (B) as this can damage the machine.

8 Hold both sides of the jammed paper and carefully pull it out.



9 Hold the toner cartridge by its handle (A).



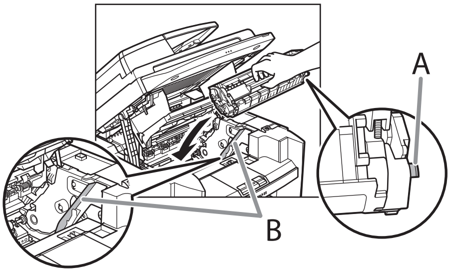
CAUTION

Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

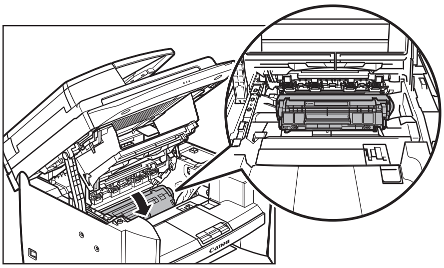
NOTE

Always hold the toner cartridge by its handle.

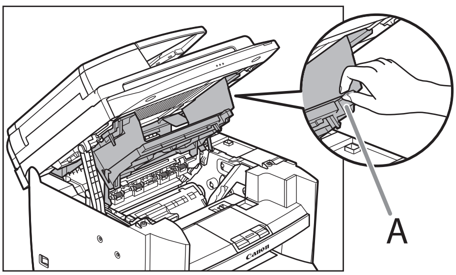
10 Insert the toner cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



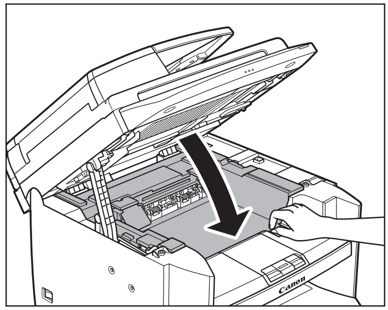
11 Push down the toner cartridge to make sure it is properly set in the machine.



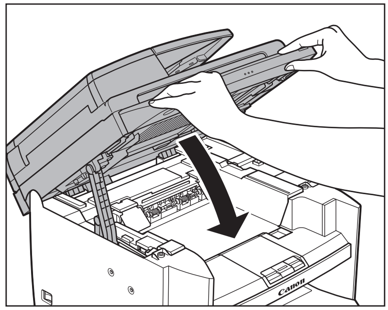
12 Hold the grip (A) on the right front side of the toner cover.



13 Close the toner cover.



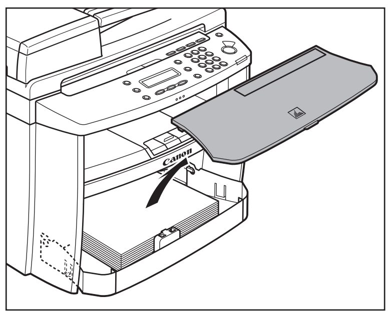
14 Lower the scanning platform.



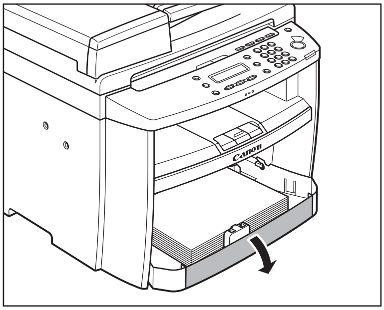
CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the toner cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

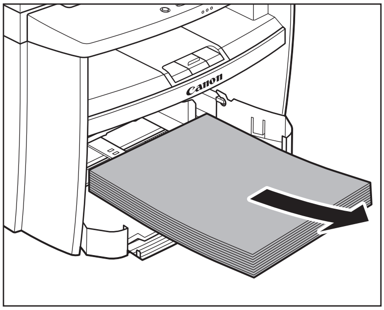
15 Remove the dust cover from the paper cassette.



16 Open the front panel of the paper cassette.

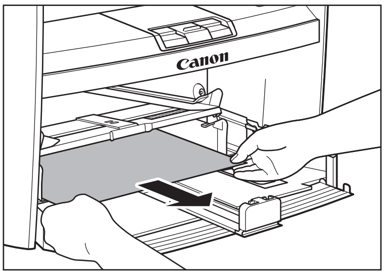


17 Remove the paper in the paper cassette.

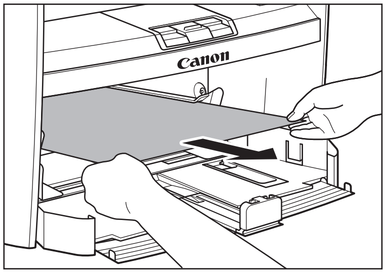


18 Hold both sides of the jammed paper and slowly pull it out in the direction of the arrow.

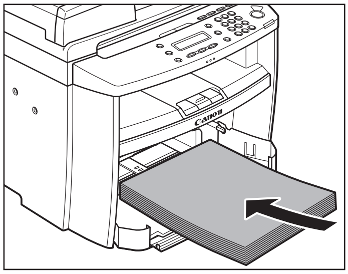
■ When feeding paper from the paper cassette:



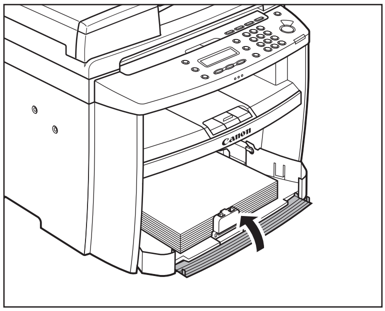
■ When feeding paper from the multi-purpose tray:



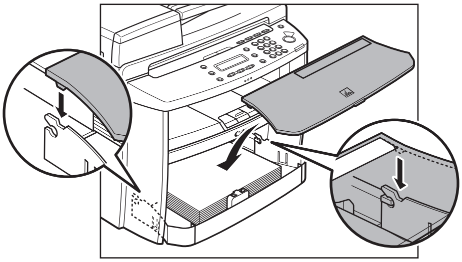
19 Load the paper into the paper cassette.



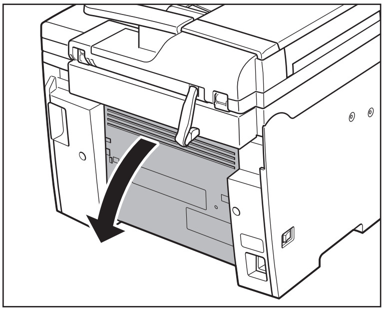
20 Close the front panel of the paper cassette.



21 Set the dust cover on the paper cassette.

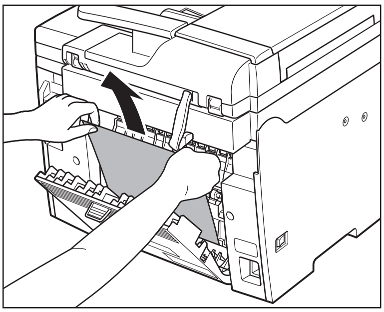


22 Open the rear cover.

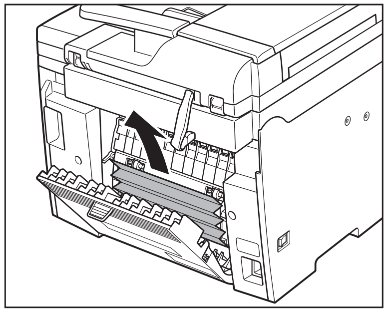


This operation is required only when <OPEN REAR COVER> appears on the display.

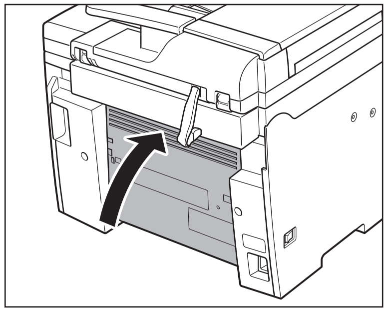
23 Hold both sides of the jammed paper and gently pull it out upward.



– This operation is required only when <OPEN REAR COVER> appears on the display.
– If the jammed paper is badly folded, similar to the folds of an accordion, ease the jammed paper loose and then pull it out from the machine.



24 Close the rear cover.



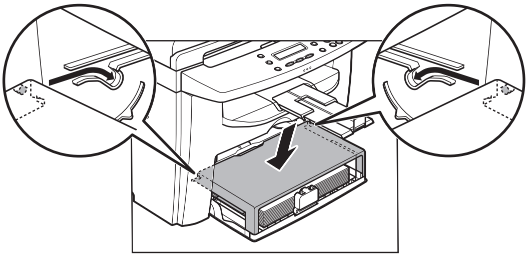
This operation is required only when <OPEN REAR COVER> appears on the display.

> **CAUTION**
> Be careful not to get your fingers caught.

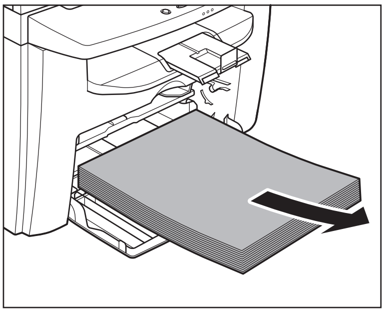
> **NOTE**
> To reset the machine, open the toner cover and then close it.

For D440/D420

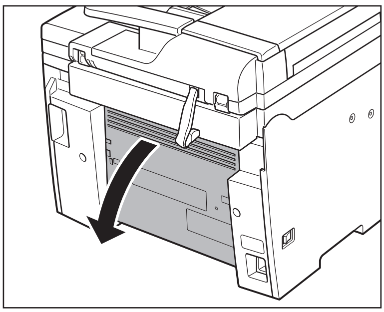
1 Remove the dust cover from the paper feeding tray.



2 Remove the paper in the paper feeding tray.

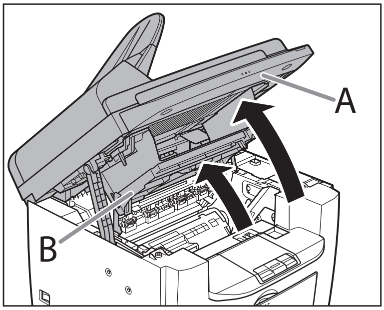


3 Open the rear cover.

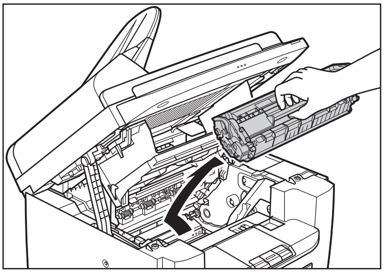


This operation is required only when <PAPER JAM/OPEN REAR COVER> appears on the display.

4 Lift the scanning platform until it is locked (A), and open the printer cover (B).

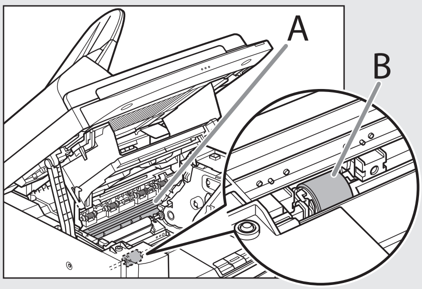


5 Remove the toner cartridge from the machine.



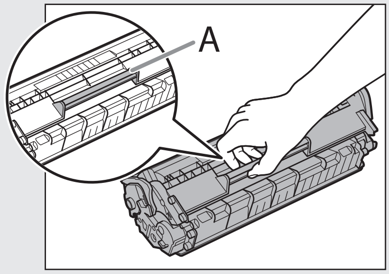
CAUTION

- Remove your watch and any bracelets or rings when touching the inside of the machine. These items might be damaged if they come into contact with the parts inside of the machine.
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.

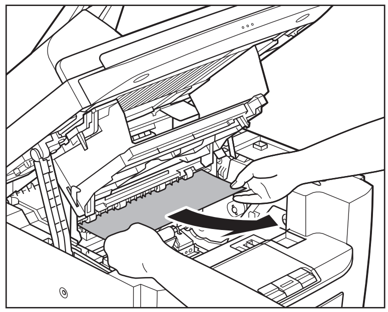


NOTE

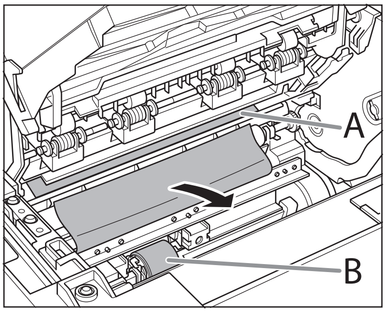
Always hold the toner cartridge by its handle (A).



6 Hold both sides of the jammed paper and gently pull it out.



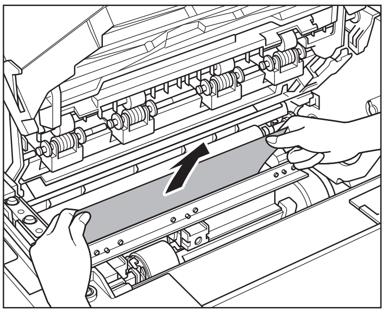
7 Gently pull the jammed paper between the fixing assembly (A) and transfer roller (B) until the leading edge emerges from the machine.



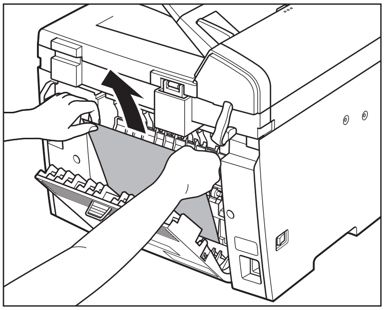
CAUTION

- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.

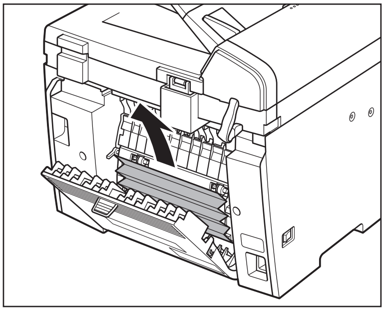
8 Hold both sides of the jammed paper and carefully pull it out.



9 Hold both sides of the jammed paper and gently pull it out upward.

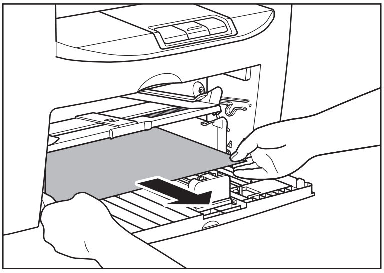


- This operation is required only when <PAPER JAM/OPEN REAR COVER> appears on the display.
- If the jammed paper is badly folded, similar to the folds of an accordion, ease the jammed paper loose and then pull it out from the machine.

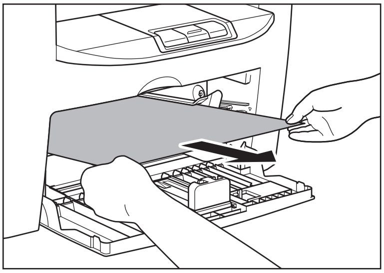


10 Hold both sides of the jammed paper and slowly pull it out in the direction of the arrow.

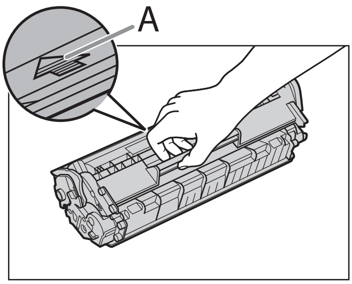
■ When feeding paper from the paper feeding tray:



■ When feeding paper from the multipurpose tray:



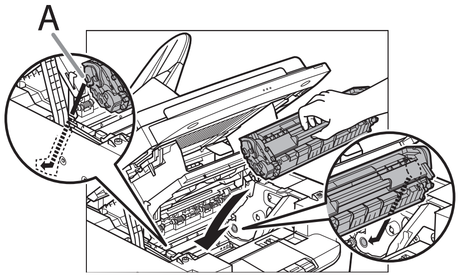
11 Hold the toner cartridge by its handle.



The arrow (A) on the toner cartridge should be facing away from you and pointing down.

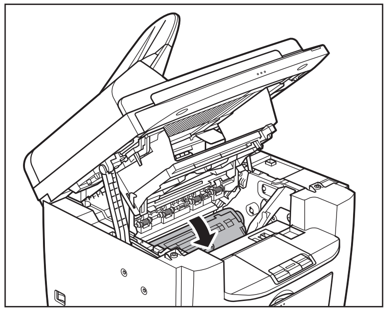
> **CAUTION**
>
> Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

12 Insert the toner cartridge into the machine until it is locked.

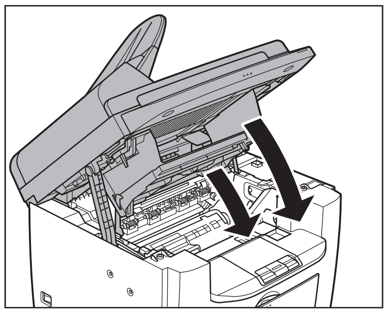


Align the guide (A) on the left side of the toner cartridge with the groove inside the machine.

13 Push down the toner cartridge to make sure it is properly set in the machine.

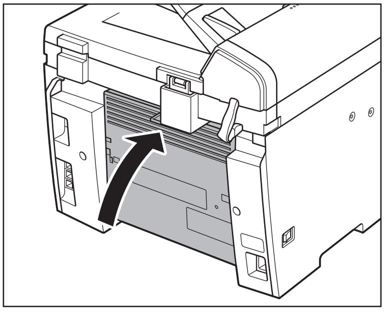


14 Close the printer cover and lower the scanning platform.



> **CAUTION**
>
> Be careful not to get your fingers caught.

15 Close the rear cover.



This operation is required only when <PAPER JAM/OPEN REAR COVER> appears on the display.

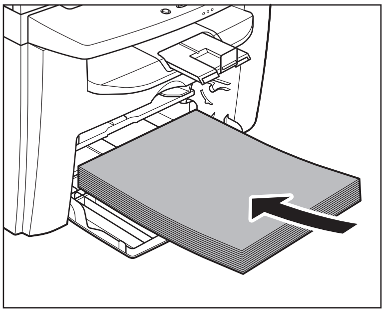
CAUTION

Be careful not to get your fingers caught.

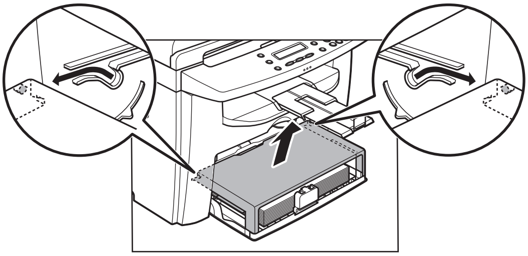
NOTE

To reset the machine, open the toner cover and then close it.

16 Load the paper into the paper feeding tray.



17 Set the dust cover on the paper feeding tray.



NOTE

After all the procedures are complete, the machine should be ready for operating. If the machine returns to the standby mode, troubleshooting has been successful. If the machine does not return to the standby mode, check if jammed paper is still left in the machine.

Error Messages

See the table below when the error and status messages appear on the display.

Message	Description	Action
CHANGE REG'D SIZE → PAPER SETTINGS	The paper size is not appropriate for 2-sided copying.	Set the paper size to <LTR> or <A4>. For details, see "Setting Paper Size and Type," on p. 2-14.
CHECK DOCUMENT	A document jam may have occurred in the ADF.	Remove the jammed document.
CLOSE COVER TONER COVER	The toner cover is not closed completely.	Check the toner cover, and make sure that it is completely closed.
LIFT PANEL TO OPEN OPEN TONER COVER	Appears alternately with other messages.	Varies by the message that appears. For details, see the explanation for the message (i.e., <SET PAPER AGAIN/SET TONER AGAIN>).
LOAD CORRECT PAPER	The size of the paper in the paper cassette or multi-purpose tray is different from that of the paper specified in <PAPER SIZE> for <CASSETTE> or <MP TRAY>.	Load the correct size paper or change the paper size in <PAPER SIZE> for <CASSETTE> or <MP TRAY>. For details, see "If <LOAD CORRECT PAPER> is displayed," on p. 9-18.
LOAD PAPER	No paper is loaded in the paper cassette or multipurpose tray when copying or printing.	Load paper correctly. Then press [OK] when using the paper cassette.
MEMORY FULL	The machine's memory becomes full when scanning copy jobs.	Press any key on the operation panel to release the error.
OUT OF TONER CHANGE TONER	The toner ran out completely.	Replace the toner cartridge.
PAPER JAM	Paper jams have occurred in the machine. <LIFT PANEL TO OPEN/OPEN TONER COVER> appears alternately.	Clear the paper jam (See "Clearing Jams," on p. 9-2) and reload paper in the paper cassette or multi-purpose tray. The cover must be opened and closed to resume the current job.
PAPER JAM OPEN REAR COVER	Paper jams have occurred in the machine. <LIFT PANEL TO OPEN/OPEN TONER COVER> appears alternately.	Clear the paper jam (See "Clearing Jams," on p. 9-2) and reload paper in the paper cassette or multi-purpose tray. The cover must be opened and closed to resume the current job.
PLEASE WAIT	This message appears when turning on the main power switch, or when the machine is not ready for printing.	Wait until the message disappears.
REMOVE MP PAPER	Paper is loaded in the multi-purpose tray.	Remove the paper from the multi-purpose tray. The machine will not print the USER DATA LIST when paper is loaded in the multi-purpose tray. It will be stored in memory.

Message	Description	Action
SET PAPER AGAIN **SET TONER AGAIN**	Paper is not loaded properly, or the toner cartridge is not set.	Load paper properly. (For instructions on how to load paper in the paper cassette or multi-purpose tray, see "Loading Paper," on p. 2-8.) Set the toner cartridge in the machine (see "Set Up the Machine," in the Starter Guide or "Setting Up the Machine," in the e-Manual).
SYSTEM ERROR **EXXX**	A system error has occurred. <XXX> will be a three-digit code that indicates a particular type of error.	Turn OFF the main power switch, wait for more than 5 seconds, then turn it ON again. If the message persists, turn OFF the main power switch, disconnect the power cord, and contact Canon Customer Care Center.
WRONG PASSWORD	The system password you entered is incorrect.	Enter the correct password. For details, see "Security," in the e-Manual.

If <LOAD CORRECT PAPER> is displayed

When <LOAD CORRECT PAPER> appears on the display, the size of the paper in the paper cassette or multi-purpose tray is different from that of the paper specified in <PAPER SIZE> for <CASSETTE> or <MP TRAY>. You need to load the correct size paper or change the paper size in <PAPER SIZE> for <CASSETTE> or <MP TRAY>.

NOTE

For print jobs, you need to specify the paper size from your computer.

Reloading the Paper

1 Load the correct size paper as shown on the display, then press [OK] to resume the job.

The machine re-starts printing.

Changing the Paper Size Setting

Follow this procedure to change the paper size setting.

1 Press ○ [Paper Settings] repeatedly to select <CASSETTE> or <MP TRAY>, then press [OK].

```
CASSETTE
```

> **NOTE**
>
> If <LOAD CORRECT PAPER> appears during a copy job, you cannot access the paper size setting through ○ [Paper Settings]. In this case, cancel the job first, then press ○ [Paper Settings] and change the paper size setting. For how to cancel copy jobs, see "Canceling Copy Jobs," on p. 3-5.

2 Press [◄−] or [+►] to select the paper size same as paper loaded into the machine, then press [OK].

```
PAPER SIZE
                     LTR
```

3 Press [Stop/Reset] to return to the standby mode.

Now ready to copy your document.

4 Press [OK] to resume the job.

No further operation is required.

If a Power Failure Occurs

If a power failure occurs, you cannot copy, scan, or print documents.

If You Cannot Solve a Problem

This section describes the customer support services.

Customer Support (U.S.A.)

If you cannot solve the problem after having referred to the information in this chapter, contact Canon Customer Care Center at 1-800-OK-CANON Monday through Friday between the hours of 8:00 A.M. to 8:00 P.M. EST. On-line support is also available 24 hours a day at the website http://www.canontechsupport.com.

Customer Support (Canada)

Canon Canada Inc., offers a full range of customer technical support options*:
* Support program specifics are subject to change without notice."

- For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit http://www.canon.ca/
- Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
- For the location of the authorized service facility nearest you, visit http://www.canon.ca/ or 1-800-652-2666
- If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at http://www.canon.ca/
  * Support program specifics are subject to change without notice.

Please have the following information ready when you contact Canon:

- Product name (imageCLASS D460/imageCLASS D440/imageCLASS D420)
- Serial number (on the label located inside top of the front cover)
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

CAUTION

If the machine makes strange noises, emits smoke or odd odor, turn OFF the main power switch immediately, disconnect the power cord, and contact Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

NOTE

Attempting to repair the machine yourself may void the limited warranty.

Machine Settings

Chapter 10

This chapter describes how to change and check the machine settings.

Machine Settings

You can adjust the machine settings from the Setting Menu to customize the way the machine works.

Printing USER DATA LIST

To see the list of current settings, print out USER DATA LIST.

1 Press ◯ [Report] repeatedly to select <USER DATA LIST>, then press [OK].

```
USER DATA LIST
```

USER DATA LIST will be printed.

Accessing the Setting Menu

To access the setting menu, follow the procedures bellow.

1 Press [Menu].

2 Press [◄–] or [+►] to select the menu you want to access, then press [OK].

```
1 MENU
1  COMMON SETTINGS
```

- <COMMON SETTINGS>
- <COPY SETTINGS>
- <PRINTER SETTINGS>
- <TIMER SETTINGS>
- <ADJUST./CLEANING>
- <SYSTEM SETTINGS>

3 Press [◄–] or [+►] to select a submenu, then press [OK].

```
COMMON SETTINGS
1  INITIAL FUNCTION
```

For details on the submenu, see "Setting Menu," on p. 10-3.

4 To register the settings or go to a submenu item, press [OK].

5 When finished, press [Stop/Reset] to return to the standby mode.

NOTE

- If you press [Stop/Reset] before pressing [OK], the setting will not be registered.
- Press [Menu] to return to the previous display.

Setting Menu

The default settings are indicated in bold text.

NOTE

Depending on the country of purchase, some settings may not be available.

COMMON SETTINGS

Item	Settings	Applicable Page
1 INITIAL FUNCTION	– **COPY** – SCAN	e-Manual "Introduction of the Machine"
2 TONER SAVER MODE	– **OFF** – ON	
3 DISPLAY LANGUAGE	– **ENGLISH** – FRENCH – SPANISH – PORTUGUESE	

COPY SETTINGS

Item	Settings	Applicable Page
1 STANDARD SETTINGS		p. 3-23
1 IMAGE QUALITY	– **TEXT/PHOTO** – TEXT – PHOTO – TEXT/PHOTO+	
2 DENSITY	– AUTO – **MANUAL** (1–9 (**5**))	
3 ZOOM RATIO		
PRESET RATIO	– 200% MAX. – 129% STMT → LTR – **100%** – 78% LGL → LTR – 64% – 50% MIN.	
MANUAL	1 % increments. (50–200% (**100%**))	
4 AUTO COLLATE	– **OFF** – ON	

Item	Settings	Applicable Page
5 2-SIDED	– **2-SIDED OFF** – 1 > 2-SIDED: • TYPE OF OUTPUT (BOOK TYPE, CALENDAR TYPE) – 2 > 2-SIDED*: • TYPE OF ORIGINAL (BOOK TYPE, CALENDAR TYPE) • TYPE OF OUTPUT (BOOK TYPE, CALENDAR TYPE) – 2 > 1-SIDED*: • TYPE OF ORIGINAL (BOOK TYPE, CALENDAR TYPE)	p. 3-23
2 PAPER SIZE GROUP	– **INCHES** – A – AB	p. 3-22

* D460 only

PRINTER SETTINGS

Setting Item	Description	Applicable Page
1 ERROR TIME OUT	– OFF – **ON** (5 – 300SEC (15SEC))	e-Manual "Print"

TIMER SETTINGS

Item	Settings	Applicable Page
1 AUTO SLEEP*	– OFF – **ON** (3 – 30MIN. (**5MIN.**))	p. 1-16

* We recommend that you use this option in the default setting.

ADJUST./CLEANING

Item	Settings	Applicable Page
1 FIX.UNIT CLEANING	Start cleaning.	p. 8-5
2 SPECIAL MODE T	– **OFF** – ON	e-Manual "Maintenance"
3 SPECIAL MODE U	– **OFF** – MODE1 – MODE2	
4 SPECIAL MODE V	– **OFF** – ON	
5 SPECIAL MODE Y	– **OFF** – ON	

Item	Settings	Applicable Page
6 SPECIAL MODE Z	– **OFF** – ON	e-Manual "Maintenance"

SYSTEM SETTINGS

Item	Settings	Applicable Page
1 SYS. MANAGER INFO		e-Manual "Security"
2 SYSTEM PASSWORD	Seven digits	
2 DEVICE INFO		
1 DEVICE NAME	Maximum 32 characters	
2 LOCATION	Maximum 32 characters	
3 NETWORK SETTINGS*		e-Manual "Network Settings (D460 Only)"
1 TCP/IP SETTINGS		
1 IPv4 SETTINGS		
1 IP ADDRESS AUTO.		
ON	– DHCP (**ON**/OFF) – BOOTP (**OFF**/ON) – RARP (**OFF**/ON)	
OFF		
2 IP ADDRSSS	IP address (**000.000.000.000**)	
3 SUBNET MASK	(**000.000.000.000**)	
4 GATEWAY ADDRESS	IP address (**000.000.000.000**)	
5 SET IP ADD RANGE		
OFF		
ON		
1 IP ADDRESS 1		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**000.000.000.000**)	
3 END IP ADDRESS	IP address (**000.000.000.000**)	
2 IP ADDRESS 2		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**000.000.000.000**)	
3 END IP ADDRESS	IP address (**000.000.000.000**)	

Item	Settings	Applicable Page
3 IP ADDRESS 3		e-Manual "Network Settings (D460 Only)"
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**000.000.000.000**)	
3 END IP ADDRESS	IP address (**000.000.000.000**)	
4 IP ADDRESS 4		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**000.000.000.000**)	
3 END IP ADDRESS	IP address (**000.000.000.000**)	
5 IP ADDRESS 5		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**000.000.000.000**)	
3 END IP ADDRESS	IP address (**000.000.000.000**)	
6 IP ADDRESS 6		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**000.000.000.000**)	
3 END IP ADDRESS	IP address (**000.000.000.000**)	
7 IP ADDRESS 7		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**000.000.000.000**)	
3 END IP ADDRESS	IP address (**000.000.000.000**)	
8 IP ADDRESS 8		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**000.000.000.000**)	
3 END IP ADDRESS	IP address (**000.000.000.000**)	

Item	Settings	Applicable Page
9 IP ADDRESS 9		e-Manual "Network Settings (D460 Only)"
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**000.000.000.000**)	
3 END IP ADDRESS	IP address (**000.000.000.000**)	
10 IP ADDRESS 10		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**000.000.000.000**)	
3 END IP ADDRESS	IP address (**000.000.000.000**)	
6 DNS SETTINGS		
1 DNS SERVER SET		
1 PRIM. DNS SERVER	IP address (**000.000.000.000**)	
2 SECOND DNS SERVER	IP address (**000.000.000.000**)	
2 HOST/DOMAIN NAME		
1 HOST NAME	Maximum 47 characters	
2 DOMAIN NAME	Maximum 47 characters	
3 DNS DYNAMIC SET		
1 DNS DYNA. UPDATE	– **OFF** – ON	
2 IPv6 SETTINGS		
1 USE IPv6	– **OFF** – ON	
2 STATELESS ADD SET	– **OFF** – ON	
3 MANUAL ADD SET		
1 USE MANUAL ADD	– **OFF** – ON	
2 MANUAL ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
3 PREFIX LENGTH	0–128 (**64**)	
4 DEF. ROUTER ADD	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
4 USE DHCPv6	– **OFF** – ON	
5 PING COMMAND	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	

Item	Settings	Applicable Page
6 SET IP ADD RANGE		e-Manual "Network Settings (D460 Only)"
OFF		
ON		
1 IP ADDRESS 1		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
3 END IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
4 PREFIX LENGTH	– **OFF** – ON (0-128 (**64**))	
2 IP ADDRESS 2		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
3 END IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
4 PREFIX LENGTH	– **OFF** – ON (0-128 (**64**))	
3 IP ADDRESS 3		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
3 END IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
4 PREFIX LENGTH	– **OFF** – ON (0-128 (**64**))	
4 IP ADDRESS 4		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
3 END IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
4 PREFIX LENGTH	– **OFF** – ON (0-128 (**64**))	

Item	Settings	Applicable Page
5 IP ADDRESS 5		e-Manual "Network Settings (D460 Only)"
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
3 END IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
4 PREFIX LENGTH	– **OFF** – ON (0-128 (**64**))	
6 IP ADDRESS 6		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
3 END IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
4 PREFIX LENGTH	– **OFF** – ON (0-128 (**64**))	
7 IP ADDRESS 7		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
3 END IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
4 PREFIX LENGTH	– **OFF** – ON (0-128 (**64**))	
8 IP ADDRESS 8		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
3 END IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
4 PREFIX LENGTH	– **OFF** – ON (0-128 (**64**))	

Item	Settings	Applicable Page
9 IP ADDRESS 9		e-Manual "Network Settings (D460 Only)"
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
3 END IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
4 PREFIX LENGTH	– **OFF** – ON (0-128 (**64**))	
10 IP ADDRESS 10		
1 PERMIT/REJECT	– **REJECT** – PERMIT	
2 START IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
3 END IP ADDRESS	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
4 PREFIX LENGTH	– **OFF** – ON (0-128 (**64**))	
7 DNS SETTINGS		
1 DNS SERVER SET		
1 PRIM. DNS SERVER	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
2 SECOND DNS SERVER	IP address (**0000:0000:0000:0000:0000:0000:0000:0000**)	
2 HOST/DOMAIN NAME		
1 SAME HOST/ DOMAIN	– OFF – **ON**	
2 HOST NAME	Maximum 47 characters	
3 DOMAIN NAME	Maximum 47 characters	
3 DNS DYNAMIC SET		
1 DNS DYNA. UPDATE	– **OFF** – ON	
2 REG. MANUAL ADD	– **OFF** – ON	
3 REG. STATEFUL ADD	– **OFF** – ON	
3 LPD PRINT	– OFF – **ON**	
4 RAW PRINT	– OFF – **ON**	

Item	Settings	Applicable Page
5 Bonjour SETTINGS	– OFF – **ON**	e-Manual “Network Settings (D460 Only)”
1 Bonjour NAME	Maximum 63 digits	
2 PRIORITY PROTOCOL	– **LPR** – RAW	
6 USE HTTP	– OFF – **ON**	
7 PORT NO. SET.	– 1 LPD (0–65535 (**515**)) – 2 RAW (0–65535 (**9100**)) – 3 HTTP (0–65535 (**80**)) – 4 SNMP (0–65535 (**161**))	
8 PERMIT RX MAC ADD		
ON	– 1 PERMIT RX ADD1 (**00-00-00-00-00-00**) – 2 PERMIT RX ADD2 (**00-00-00-00-00-00**) – 3 PERMIT RX ADD3 (**00-00-00-00-00-00**) – 4 PERMIT RX ADD4 (**00-00-00-00-00-00**) – 5 PERMIT RX ADD5 (**00-00-00-00-00-00**)	
OFF		
2 SNMP SETTINGS		
1 USE SNMP	– OFF – **ON**	
2 COMMUNITY NAME 1	Maximum 15 characters (**public**)	
3 COMMUNITY NAME 2	Maximum 15 characters	
4 SNMP WRITABLE 1	– OFF – **ON**	
5 SNMP WRITABLE 2	– **OFF** – ON	
3 ETHERNET DRIVER		
1 AUTO DETECT	– **AUTO** – MANUAL	
1 COMMUNICATN MODE	– HALF DUPLEX – **FULL DUPLEX**	
2 ETHERNET TYPE	– 10 BASE-T – **100 BASE-TX**	
2 MAC ADDRESS	Mac address	

Item	Settings	Applicable Page
4 VIEW IP ADDRSSS		e-Manual "Network Settings (D460 Only)"
1 IPv4	– 1 IP ADDRESS – 2 SUBNET MASK – 3 GATEWAY ADDRESS	
2 IPv6	– 1 LINK LOCAD ADD (IP ADDRESS, PREFIX LENGTH) – 2 STATELESS ADD.1 (IP ADDRESS, PREFIX LENGTH) – 3 STATELESS ADD.2 (IP ADDRESS, PREFIX LENGTH) – 4 STATELESS ADD.3 (IP ADDRESS, PREFIX LENGTH) – 5 STATELESS ADD.4 (IP ADDRESS, PREFIX LENGTH) – 6 STATELESS ADD.5 (IP ADDRESS, PREFIX LENGTH) – 7 STATELESS ADD.6 (IP ADDRESS, PREFIX LENGTH) – 8 STATEFUL ADDRESS (IP ADDRESS, PREFIX LENGTH) – 9 DEF. ROUTER ADD (IP ADDRESS)	
5 STARTUP TIME SET.	0–300SEC (**0SEC**)	
4 PDL SELECT (PnP)	– **UFRII** – UFRII (XPS)	p. 4-4
5 UPDATE FIRMWARE	This function is only used when the firmware needs to be updated.	

* D460 only

Appendix

Chapter 11

Specifications

General	
Type	Personal Desktop
Power Source	120–127 V, 60 Hz (Power requirements differ depending on the country in which you purchased the product.)
Power Consumption	Maximum: Less than 630 W
Warm-up Time	D460: Less than 12.0 sec.* D440/D420: Less than 10.0 sec.* (temperature: 68°F (20°C), humidity: 65%; from when the machine turns on the power main switch until the standby display appears) * Warm-up time may differ depending on the condition and environment of the machine.
Weight	D460: Approx. 32.0 lb (14.5 kg) (including toner cartridge) D440: Approx. 29.5 lb (13.4 kg) (including toner cartridge) D420: Approx. 27.3 lb (12.4 kg) (including toner cartridge)
Dimensions	D460 14 3/8" (H) × 18 7/8" (D) × 15 3/8" (W) (363 mm (H) × 465 mm (D) × 390 mm (W)) (with the document feeder tray and the paper cassette attached) D440 18" (H) × 17 3/4" (D) × 15 3/8" (W) (455 mm (H) × 450 mm (D) × 390 mm (W)) (with the document feeder tray attached) D420 12" (H) × 17 3/4" (D) × 15 3/8" (W) (303 mm (H) × 450 mm (D) × 390 mm (W)) (with the document feeder tray attached)
Installation Space	D460 43 1/8" (D) × 24 3/4" (W) (1093 mm (D) × 627 mm (W)) D440 39 7/8" (D) × 23 1/4" (W) (1013 mm (D) × 590 mm (W)) D420 38 1/2" (D) × 23 1/4" (W) (975 mm (D) × 590 mm (W))
Environmental Conditions	Temperature: 50°F–86°F (10.0°C–30.0°C) Humidity: 20%–80% RH (no condensation)
Display Languages	ENGLISH/FRENCH/SPANISH/PORTUGUESE
Acceptable Documents	» p. 2-2
Acceptable Paper Stock	» p. 2-6
Printable Area	» p. 2-7
Scanning Area	» p. 2-3

Copier

Scanning Resolution	TEXT/PHOTO mode: 300 dpi × 300 dpi TEXT mode, PHOTO mode, TEXT/PHOTO+ mode: 600 dpi × 600 dpi
Printing Resolution	600 dpi × 600 dpi
Magnification	1:1 ± 1.0%, 1:2.00, 1:1.29, 1:0.78, 1:0.64, 1:0.50 Zoom 0.50–2.00, 1% increments
First Copy Time	Platen glass: less than 9.00 sec. (LTR)
Copy Speed	Direct: 23 cpm (LTR)
No. of Copies	Maximum 99 copies

Printer

Printing Method	Indirect electrostatic method (On-demand fixing)
Paper Handling	Paper cassette: 250 sheets (Height: maximum 1" (25 mm)) Multi-purpose tray: 1 sheet
Paper Delivery	100 sheets (17 to 21 lb (64 to 80 g/m^2))
Print Speed	Direct: 23 ppm (LTR)
Printing Resolution	600 dpi × 600 dpi
Number of Tones	256
Toner Cartridge	» p. 1-11

Scanner (Scanning via USB)

Type	Color scanner
Maximum Scanning Size	8 1/2" × 14" (216 mm × 356 mm)
Scanning Resolution	600 × 1200 dpi (optical) 9600 × 9600 dpi (enhanced)
Scanning Speed	Color: 4.5 msec/line (600 dpi) Grayscale: 1.5 msec/line (600 dpi)
Host Interface	USB 1.1, USB 2.0
System Requirements	Windows 2000/XP/Vista/7
Device Driver	TWAIN and WIA 1.0* (Windows XP/Vista/7 only) compliant * WIA 2.0 is not supported.

Scanner (Scanning via Network)

Type	Color scanner
Maximum Scanning Size	8 1/2" × 14" (216 mm × 356 mm)
Scanning Resolution	75 dpi, 100 dpi, 150 dpi, 200 dpi, 300 dpi
Scanning Speed	Color: 2.25 msec/line (300 dpi) Grayscale: 0.75 msec/line (300 dpi)

Scanner (Scanning via Network)	
Host Interface	100Base-TX/10Base-T
System Requirements	Windows 2000/XP/Server 2003/Vista/7/Server 2008
Device Driver	TWAIN

NOTE

Specifications are subject to change without notice.

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